

# DEPARTMENT OF MATHEMATICS AND STATISTICS BYLAWS

Approved by the faculty unanimously on November 20, 2015

## 1. Faculty Status

1.1. **Membership.** The Department of Mathematics and Statistics (hereinafter referred to as the Department) consists of all full-time faculty members, including fulltime lecturers. Emeritus faculty, visiting faculty members, part-time instructors, and graduate teaching assistants are not considered as members of the Department for the purpose of these bylaws.

1.2. **Voting Rights.** All members of the Department have the right to vote on matters that may come before the Department, except that (i) only tenure-track faculty members may vote on matters concerning faculty hiring; and (ii) only members of the Department who are also members of the Graduate Faculty may vote on matters that concern the Department's graduate programs.

## 2. Officers of the Department

### 2.1. Chair.

(a) The Department Chair is appointed by the Dean of the College of Liberal Arts and Sciences. The position of Department Chair is a 12-month position. The normal term of appointment is three years.

(b) The Chair is the chief administrative officer of the Department. The major responsibilities of the Chair are outlined in the UNC Charlotte Full Time Faculty Handbook which is available on the university website.

(c) The Chair is reviewed annually by the Department Review Committee. In the fall semester of the third year in the Chair's current term, the Chair is reviewed for reappointment following procedures established by the Dean of the College of Liberal Arts and Sciences.

### 2.2. Associate Chair.

(a) The Associate Chair is appointed by the Department Chair after consultation with the Advisory Committee. The position of Associate Chair is a 12- month position. The normal term of appointment is three years.

(b) The Associate Chair assists the Chair in administering policies related to undergraduate service courses, acceptance of transfer credits, common final examinations, course schedules, special requests, and part-time faculty. The Associate Chair works with the Chair on the annual performance evaluation of non-tenure track faculty.

(c) The Associate Chair consults with the Chair on a broad range of issues, and performs such administrative tasks as may be assigned by the Chair. In the Chair's absence, the Associate Chair represents the Department

in a variety of internal and external forums.

- (d) The Associate Chair is reviewed annually by the Chair and the Department Review Committee.

### **2.3. Program Coordinators**

#### **(a) Undergraduate Coordinator.**

- (i) The Undergraduate Coordinator is appointed by the Department Chair after consultation with the Advisory Committee. The position of Undergraduate Coordinator is a 9-month position with a summer stipend. The normal term of appointment is three years.
- (ii) The Undergraduate Coordinator assumes the major part of the undergraduate advising load in the Department, and supervises the maintenance of student records for undergraduate majors.
- (iii) The Undergraduate Coordinator chairs the Undergraduate Curriculum Committee and works closely with the Chair to oversee the Department's programs for majors and minors in mathematics, including the Senior Project program and the Mathematics Awareness Seminar.
- (iv) The Undergraduate Coordinator supervises the Department's program of peer review of untenured faculty.
- (v) The Undergraduate Coordinator is reviewed annually by the Chair and the Department Review Committee.

#### **(b) Graduate Coordinator.**

- (i) The Graduate Coordinator is appointed by the Department Chair after consultation with the Advisory Committee. The position of Graduate Coordinator is a 9-month position with a summer stipend. The normal term of appointment is three years.
- (ii) The Graduate Coordinator assumes the major part of the graduate advising load in the Department, supervises the maintenance of student records for graduate majors, and arranges for the necessary oral and written examinations for the Department's master's degree and doctoral programs in mathematics and statistics.
- (iii) The Graduate Coordinator supervises the recruitment and admission process of graduate students in mathematics and statistics, and the awarding of teaching and research assistantships. The Graduate Coordinator shall make decisions regarding the awarding of teaching and research assistantships jointly with the Graduate Recruitment Committee.
- (iv) In coordination with the Chair and Associate Chair, the Graduate Coordinator makes teaching assignments for the Department's graduate

teaching assistants and supervises the Department's program for mentoring graduate teaching assistants.

(v) The Graduate Coordinator chairs the Graduate Curriculum Committee and works closely with the Chair to oversee the Department's graduate programs in mathematics and statistics.

(vi) The Graduate Coordinator represents the department's graduate programs in mathematics and statistics in a variety of contexts on campus.

(vii) The Graduate Coordinator is reviewed annually by the Chair and the Department Review Committee.

**(c) Mathematics Education Coordinator**

(i) The Mathematics Education Coordinator is appointed by the Department Chair after consultation with the Advisory Committee. The position of Mathematics Education Coordinator is a 9-month position. The normal term of appointment is three years.

(ii) The Mathematics Education Coordinator advises the Chair and the Associate Chair on scheduling mathematics education courses at all levels and works closely with the Graduate Coordinator on admission and orientation of graduate students in mathematics education.

(iii) The Mathematics Education Coordinator assumes the major part of the advising load for graduate students in mathematics education in the Department, supervises the maintenance of student records for these students, and arranges for the necessary comprehensive examinations for the M. A. in Mathematics Education program.

(iv) The Mathematics Education Coordinator represents the Department's mathematics education programs in a variety of contexts on campus.

(v) The Mathematics Education Coordinator is reviewed annually by the Chair and the Department Review Committee.

**(d) Actuarial Program Director**

(i) The Actuarial Program Director is appointed by the Department Chair after consultation with the Advisory Committee. The position of Actuarial Program Director is a 9-month position. The normal term of appointment is three years.

(ii) The Actuarial Program Director oversees the BA/BS Math degree program with Actuarial Concentration and Math for Business degrees, advises mathematics major students in the actuarial science concentration and advises the Chair and Associate Chair

on scheduling courses related to the actuarial program.

- (iii) The Actuarial Science Program Director needs to be familiar and updated with the actuarial exams required for admission to the Society of Actuaries (SOA) and the Casualty Actuarial Society (CAS).
- (iv) The Actuarial Science Program Director is also expected to engage in activities to promote the Actuarial Science Program such as outreaching to industries hiring actuarial students, arranging actuarial information sessions and talks on campus, promoting off-campus actuarial conferences and meetings, promoting job/internship opportunities for students in the program.
- (v) The Actuarial Science Program Director is expected to be a member of recognized actuarial societies to stay updated on the exams syllabus, learning outcomes and requirements.
- (vi) The Actuarial Science Program Director is reviewed annually by the Chair and the Department Review Committee.

### 3. **Department Meetings**

3.1. **Frequency.** Department meetings shall be held when considered appropriate by the Department Chair and/or the Department faculty. The Chair will call a department meeting no less than once each semester. The Chair must call a department meeting if he or she receives a written request for a meeting signed by a simple majority of the members of the Department.

3.2. **Quorum.** A quorum for conducting business at meetings of the Department shall consist of 51% of the members of the Department. If the person presiding at a called meeting of the Department discovers that there is not a quorum present, those in attendance at the meeting may, by a majority vote of those present, declare themselves a committee of the whole, and this committee may, by majority vote, place items on an email ballot to be voted on by the entire Department. Any such item will become departmental policy if it receives a majority of the votes cast in that ballot election.

3.3. **Presiding Officer.** The Chair of the Department normally will preside at meetings of the Department. If the Chair is unable to be present at a Department meeting, he or she may designate another Department member to preside.

3.4. **Recording Secretary.** The Associate Chair of the Department, or another member of the Department designated by the Chair, shall serve as the recording secretary at meetings of the Department. Minutes shall be made available via email to all members of the Department in a timely manner.

3.5. **Voting.** Normally, voting on motions made at a Department meeting is by show of hands. Pursuant to a motion approved by a majority of those present at the meeting, voting may be by email ballot of the membership of the Department (except where prohibited by law or by University policies.) Any member of the Department

present at a meeting of the Department may request that a question arising at a Department meeting be determined by secret, written ballot at the meeting.

**3.6. Rules of Order.** If necessary, Department meetings shall be governed by the most recent edition of *Robert's Rules of Order*.

#### **4. Standing Committees**

**4.1. Advisory Committee.** The Advisory Committee consists of eight faculty members who are available for consultation by the Department Chair on all matters of departmental concern for which no other standing committee has responsibility. Each year the lecturers shall elect one of their number to serve on the committee for that year, the assistant professors of the Department shall elect one of their number to serve on the committee for that year and the associate professors of the Department shall elect one of their number to serve on the committee for that year. The remaining members of the committee shall be professors elected by the professors of the Department to serve for terms of two years, with two professors elected in even years and three professors elected in odd years.

#### **4.2. Department Review Committee.**

(a) **Membership.** The Department Review Committee (previously known as the Promotion and Tenure Committee) consists of five, six, or seven members of the Department. Committee members serve for a term of one year, and are elected in the spring semester prior to the beginning of their term. The committee selects its own chair from among its members. At the time of their election, the members of the committee must either hold permanent tenure or have been recommended for permanent tenure by the Dean of the College of Liberal Arts and Sciences.

(b) **Election.**

(i) The electorate for the Department Review Committee shall be all tenure track members of the Department.

(ii) Eligibility carries with it automatic nomination, as well as the obligation to serve if elected. All department members who hold permanent tenure or who have been recommended by the Dean for permanent tenure are eligible except

- (1) the Chair of the Department;
- (2) Department members who are scheduled to be reviewed for promotion or to undergo Tenured Faculty Performance Review;
- (3) faculty on leave;
- (4) those who are excused by the Advisory Committee for good and sufficient reason.

(iii) The first 4 positions on the Department Review Committee shall be filled by written ballot. The Chair shall circulate to all tenure track faculty a written ballot containing the names of all those eligible for election to the committee. Each member of the electorate shall vote for at most 4 persons on the ballot. All persons receiving a majority of the ballots cast shall be deemed elected to the committee.

(iv) If fewer than 4 positions are filled at the end of the first ballot, the individuals receiving the fewest votes shall be dropped from the ballot, and a new ballot shall be circulated, with each member of the electorate voting for at most as many persons as there are unfilled positions among the first 4 positions on the committee. This step shall be repeated until 4 individuals have been selected by majority of ballots cast.

(v) The remaining members of the committee shall be nominated at a meeting of the Department called for this purpose. Nominations will also be solicited through email before the meeting. The voting will be done after the meeting by ballot following a rule similar to (iv) above (multiple rounds may be needed).

(c) **Responsibilities.**

(i) The Department Review Committee shall advise the Chair on all recommendations for reappointment, promotion, and conferral of permanent tenure that are duly brought before it.

(ii) The Department Review Committee shall advise the Chair on any initial appointments that carry permanent tenure.

(iii) The Department Review Committee shall make recommendations to the Chair on all tenured faculty performance reviews which are scheduled during the term of the committee.

(iv) The Department Review Committee shall meet with the Chair of the Department each spring to conduct annual performance reviews for all tenure track faculty and all full time lecturers not on short term contracts.

(v) The Department Review Committee shall undertake the annual performance review of the Chair and shall forward its evaluation to the Dean.

(d) **Procedures.**

(i) The Chair shall call the first meeting of the Department Review Committee. At this meeting, the members of the committee shall elect one of their number as committee chair, and the Department Chair shall inform the committee of the cases for reappointment, promotion and

conferral of permanent tenure which they must consider during their term.

(ii) The Department Review Committee shall conduct its reviews of cases for reappointment, promotion, and conferral of permanent tenure according to the provisions of the *Code of the Board of Governors of the University of North Carolina*, the Tenure Policies, Regulations and Procedures of the University of North Carolina at Charlotte, and the College Procedures for Reappointment, Promotion, and Conferral of Permanent Tenure.

(iii) Department Review Committee members shall treat as confidential all documents submitted or created in connection with any of their responsibilities listed in 4.2(c) above, as well as any information derived from any discussions that are part of any formal review process.

(iv) All meetings of the Department Review Committee are closed except to those persons whom the committee deems necessary to its deliberations.

(v) Except for the annual reviews described in paragraph 4.2(c) (iv), the Department Review Committee may conduct business only when at most one member of the committee is absent. At meetings for the purpose of annual review of tenure track faculty, up to three members may be absent.

#### **4.3. Undergraduate Curriculum Committee.**

(a) The Undergraduate Curriculum Committee shall be chaired by the Undergraduate Coordinator and shall consist of 6-9 members of the Department appointed by the Chair of the Department. Appointments should be made so as to insure adequate representation of all academic areas within the Department.

(b) The Undergraduate Curriculum Committee shall review the Department's undergraduate curricula as needed, and develop any required course or curriculum proposals. Upon approval by the committee these proposals shall be presented to the Department for its consideration. When this consideration is by means of an email ballot, such proposals are deemed to be approved by the Department if no more than two negative votes are cast. When three or more negative email votes are cast, the matter must be voted on at a Department meeting.

#### **4.4. Graduate Curriculum Committee**

(a) The Graduate Curriculum Committee shall be chaired by the Graduate Coordinator and shall consist of 6-9 members of the Department appointed by the Chair of the Department. Appointments should be made so as to insure adequate representation of all academic areas within the Department.

(b) The Graduate Curriculum Committee shall review the Department's graduate curricula as needed, and develop any required course or curriculum proposals. Upon approval by the committee these proposals shall be presented to the graduate faculty members of the Department for its consideration. When this consideration is by means of an email ballot, such proposals are deemed to be approved by the Department if no more than two negative votes are cast. When three or more negative email votes are cast, the matter must be voted on at a meeting of the graduate faculty members of the Department.

#### **4.5. Other Committees.**

The Chair of the Department may establish other committees to address specific issues such as student advising/mentoring, contests, prizes, colloquia, *etc.*, as needed.

### **5. Approval and Amendments**

5.1 **Approval.** These Departmental Bylaws shall become effective after they are recommended to the Department Chair by a majority of the members of the Department in a written ballot, and then approved by the Department Chair.

#### **5.2 Amendments.**

(a) **At a Department Meeting.** These Bylaws may be amended by a two-thirds vote of the members of the Department present at a meeting of the Department for which there is a quorum.

(b) **By Ballot.** The members of the Department, by simple majority vote at a meeting of the Department at which there is a quorum, can offer amendments to be voted on by mail ballot. Subject to the requirement that at least 51% of the members of the Department cast a ballot on such amendments, a simple majority of those voting is required for adoption.