

**Operating Bylaws
Department of Mathematics**

Preamble

The faculty of the Department of Mathematics at Marshall University, consistent with the Greenbook, are desirous of establishing an operating framework in which collective decision making and collegiality will be enhanced, do hereby adopt these Departmental Bylaws this 28th day of April, 2003.

Last revised April 26, 2005

Proposed amendments are highlighted:
additions are in **underlined bold** and deletions are in ~~*stikethrough italics*~~.

- I. Faculty
 - A. A member of the faculty shall be specified as any full time University faculty whose appointment is in the Department of Mathematics. This does not include teaching assistants, but does include the Chair.
 - B. Adjunct Faculty
The members of the Adjunct Faculty are chosen by the Chair who is solely responsible for them.
 - C. In the absence of the Department Chair for a period of time, the Associate Chair will serve as the Acting Department Chair. In the event that the Associate Chair is unavailable to assume the responsibility, the Department Chair may appoint an Acting Chair from the ranks of the Department.
- II. Voting Members
 - A. Only full time faculty in the Mathematics Department have the right to vote on Departmental decisions.
 - B. Only tenured faculty can vote or attend the meetings on whether or not a faculty member is to be granted tenure.
 - C. Only faculty with the rank of Associate Professor or Professor can vote or attend the meetings on whether or not a faculty member is to be given the promotion to Associate Professor.
 - D. Only faculty with the rank of Professor can vote or attend the meetings on whether or not a faculty member is to be given the promotion to Professor.
 - E. Voting shall be *viva voce* (by voice). If the voice vote is inconclusive, a vote by show of hands may be called. In many situations, a vote by secret ballot is preferred. The Chair, or one-fifth of the members present, may request this.
 - F. Votes by proxy must be supported by a signed release.
- III. Faculty Meetings:
 - A. A faculty meeting is a meeting of the faculty called by the Chair of the Department.
 - B. All full-time members of the faculty are eligible to participate.
 - C. A quorum for a faculty meeting shall consist of a majority of the faculty. A quorum in the summer shall consist of a majority of the faculty from the previous spring semester.
 - D. The Secretary of the Department shall attend the faculty meetings and shall take the minutes of the meetings.
 - E. There shall be at least one faculty meeting during each of the Fall and Spring semesters.
 - F. In addition, the Chair can call a faculty meeting at anytime.
 - G. The Chair must also call a faculty meeting anytime upon written petition by a majority of the faculty.
 - H. In the absence of the Chair of the Department, the Chair of the Executive Committee shall chair the faculty meetings.
- IV. Committees

No faculty member, except the Department Chair, may serve on more than one of the Executive, Graduate, and Undergraduate Committees concurrently. A member who is elected to more than one of these committees will resign from excess committees and

will be replaced for the remainder of the membership term through an election at the next faculty meeting.

A. Executive Committee

1. Composition of the Committee:

There shall be an Executive Committee elected by and from the Mathematics faculty. The Executive Committee shall consist of five faculty members, including at least three tenured faculty members. The Chair of the Department shall not serve on the Executive Committee. The Executive Committee shall include at least one assistant professor or associate professor, if available.

2. Election of the Committee:

Members for the Executive Committee shall be elected in the spring semester for a period of three academic years beginning the following fall semester by the faculty in a faculty meeting called for this purpose. The terms of the membership of the committee will be staggered so that each year there will be at least one opening in the committee. The first committee will have two members with three-year terms, two committee members with two-year terms, and one member with a one-year term. The faculty will elect new members as the terms of the members expire.

A faculty member may serve on the Executive Committee for not more than two consecutive terms. Once a member leaves the committee, that member may not serve on the committee for the next three years. If a member of the Executive Committee is to be absent during his/her term in office for one semester or more, excluding summer sessions, an eligible faculty member elected by the faculty shall replace that member for the remainder of the term. The Executive Committee shall elect its own Chair. Minutes of the committee meetings shall be kept and distributed to faculty in a timely manner.

3. Duties of the Committee:

- a. Elections: The committee will conduct elections to elect members for all the committees (including the Executive Committee itself) of the Department.
- b. Budget: The committee will meet with the Chair and review the budget for the Department and make recommendations to the Chair for allocation of funding.
- c. Equipment: The committee will accept and review requests for equipment and supplies from faculty members and make recommendations to the Chair for requests deemed valid and necessary.
- d. Travel: The committee will solicit and review requests for travel to professional meetings by the faculty members and students. The committee will rank requests and forward them to the Chair.
- e. Library: The committee will solicit and review requests for books and journals from faculty members and make decisions about what will be requested for the library.

- f. Faculty Evaluations and Workload Decisions: The committee will be involved with evolving issues in the Mathematics Department of faculty evaluations, merit-based pay raise decisions, and workload policies.
- g. The committee will periodically review these Operating Bylaws and suggest changes to the mathematics faculty.

B. Graduate Committee

1. Composition:

The Graduate Committee is responsible for all issues relating to the Graduate Program. The Chair of the Committee will be called the Graduate Advisor, who is chosen by the Chair of the Department. The Committee shall be made up the Graduate Advisor (or Advisors) and additional members who have full or associate graduate faculty status and who have been elected by the graduate faculty. The total membership shall be three members plus the Department Chair as an *ex officio* member. Each elected member of the committee will serve a one-year term.

2. Duties of the Committee include:

- a. Recommending admission of students to the Graduate Program.
- b. Awards for assistantships.
- c. Creating/eliminating graduate courses/programs.
- d. Creating/administering/evaluating examinations fulfilling graduate degrees.
- e. Recruiting graduate students.
- f. Supervising/advising graduate students.
- g. Supervising/advising teaching assistants.
- h. Scheduling graduate course availability.
- i. Graduate catalog course descriptions.

C. Undergraduate Committee

1. Composition:

The Undergraduate Committee will be composed of five full-time faculty members, one of them being the Undergraduate Advisor for the Department. Additionally, the Department Chair is an *ex officio* member. Each of the other members of the committee will serve a three-year term with the completion of service dates staggered such that at least one member of the committee changes each year. The Executive Committee will select the members of the committee and the faculty will vote. The Undergraduate Committee members will select the Chair of the Committee. Terms will expire at the end of the last summer session.

2. Duties:

- a. The duties of the Undergraduate Committee are as follows:
- b. Review and analyze the information compiled annually by the Mathematics Literacy Committee and make recommendations to the Department.
- c. Field all queries concerning changes in the undergraduate curriculum, both internal and external, and make recommendations to the Department.

- d. Recommend policies for multi-section lower division courses to the Department, for example, those courses taught by graduate teaching assistants.
- e. Recommend faculty members for undergraduate advising to the Associate Dean of the College of Science.
- f. Solicit nominations for undergraduate awards for academic excellence from the full faculty and select award winners.
- g. Select undergraduate major advisors.
- h. Review undergraduate course descriptions.
- i. Select course committee members.

D. Course Committees:

1. Composition:

There will be four undergraduate course committees each composed of three members selected by the Undergraduate Committee (and voted on by the faculty). The corresponding committee members will select the Chair of their committee.

(NOTE: For individual courses, the instructor will make book selections abiding by the appropriate course description in the undergraduate catalog).

- a. MTH 121, MTH 125, and MTH 225
- b. MTH 123, MTH 203 and MTH 140
- c. MTH 122, MTH 127, MTH 130, and MTH 132
- d. MTH 229, MTH 230, and MTH 231

2. Duties:

- a. Each committee will review the textbooks from the previous academic year for courses in its charge and make changes when deemed necessary by the committee. Requests for textbook changes from faculty members will be forwarded to the appropriate committee for consideration.
- b. Each committee will update departmental syllabi for all courses in its charge.
- c. Each committee will decide whether a common final will be administered in each of the courses in its charge.
- d. Each committee will oversee e-course development.

E. Lecture and Colloquia Committee:

The committee shall be composed of 3 members and shall be chosen by the Mathematics Department Chair. The goal of the committee is to bring speakers to the Department to address areas of interest. The duties of the committee include:

- 1. Accessing the interests of the Department.
- 2. Planning a program of talks for interested members of the Department.
- 3. Making the necessary arrangements for such activities.
- 4. Publicizing the talks to both the mathematics Department and to other departments on campus in which there may be faculty members with interest in the talks.

F. Publicity Committee:

The committee shall be composed of 3 members and shall be chosen by the Mathematics Department Chair. The goal of the committee is to broaden the awareness of the Department of Mathematics both within the University and in the Mathematics community. The duties of the committee include:

1. Developing and implementing a departmental web site, which presents the Department to the world. The site should focus on programs of study offered, research of faculty, current students, and alumni of the Department, etc.
2. Increasing awareness of the Department on campus among both administration and students who could potentially be mathematics majors.
3. Handling the nomination of faculty members for various awards.

G. New Faculty Search Committee:

The committee shall be composed of the Chair and three members of the Department broadly representative of the Department in rank, age, and specialization. The committee is to be appointed by the Chair during years in which a search takes place. The duties of the committee include:

1. Preparing the advertisement.
2. Evaluation of applications.
3. Choosing candidates to be interviewed.
4. Recommending to the Mathematics Faculty candidates to be hired.

H. Promotion Committees

1. Promotion to Professor – all faculty at the rank of Professor
2. Promotion to Associate Professor – all faculty at the rank of Associate Professor or higher.
3. Promotion to Assistant Professor – all faculty at the rank of Assistant Professor or higher.
4. The Chair of the Department is excluded from all promotion committees.

I. Tenure Committee

Consists of all tenured faculty, excluding the Chair of the Department.

J. Educational Outreach Committee

- 1.
2. Duties of the committee shall include:
 - a. SCORES
 - b. Marshall Mathematics Competition
 - c. Accreditation
 - d. Seeking outside funding for scholarships for undergraduate mathematics majors
 - e. Promoting the Department as a paid consulting group to solve problems for the community

V. Teaching Schedules

Full Professors choose their times to teach according to time in rank. Then Associate Professors, etc. may choose their times. In case there is a tie, the professors involved should come to terms with each other.

All members of the Department should indicate to the Chair the courses they wish to teach. The Chair will then assign courses, meeting the desires of the faculty as much as possible.

VI. Amendments

A. Anyone wanting a change in the Bylaws must give at least two weeks' notice to every voting member of the Department by e-mail, phone message, and in writing.

B. The amendment will be discussed and voted on at a departmental meeting. A simple majority is needed to approve the amendment.

VII. Statement of Conflict with the Greenbook

In the event any provision herein is in conflict with the Greenbook, the Greenbook should be construed as controlling.