

**School Bylaws**  
**School of Mathematical and Statistical Sciences**  
**College of Liberal Arts and Sciences**  
**Arizona State University**

**I. General**

**A. Preamble**

The School of Mathematical and Statistical Sciences in the College of Liberal Arts and Sciences at Arizona State University is governed by these Bylaws.

**B. Definitions**

1. **Track Faculty** includes all persons on tenured or tenure-eligible lines holding the rank of professor, associate professor, or assistant professor.
2. **Contract Faculty** includes all full-time faculty with fixed appointments, such as instructors, lecturers, senior lecturers, principal lecturers, and research faculty.
3. **Faculty** includes all track and contract faculty.
4. The **School Assembly**, the governing body of the School, consists of all faculty, and academic professionals on continuing appointment or probationary lines.
5. **School Membership** includes all faculty and staff, and all persons identified in their letters of appointment as academic professional, post doctorate, teaching assistant, graduate teaching or research assistant, research assistant or associate, emeritus faculty, visiting faculty, adjunct faculty, or faculty associate.

**C. Election Procedures**

1. **Elections to fill  $k$  seats from a pool of  $n$  candidates.**

Voting is done by secret ballot, using an approval voting system. The eligible voters and candidates are described separately in this document for each body being elected.

- a. All potential candidates for the position are asked whether they are willing to serve.

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Adopted Nov. 18, 2011, Amended Jan. 31, 2012, Mar. 8, 2012.

- b. A staff member shall prepare a ballot that lists the  $n$  eligible candidates who have not withdrawn their names. The ballot return deadline shall be at least four full work days from the time of distribution.
- c. Recipients of the ballots shall have three choices for each candidate: approve, neutral, or disapprove. In tabulating votes, numerical values are assigned as follows: approve(1), neutral(0), and disapprove(-1). Tellers will assign neutral(0) to any blank votes.
- d. Tallying the ballots will be overseen by at least two tellers appointed by the School Director. After the ballots are tallied, the  $k$  candidates with the highest sum are declared the winners of the election. If the  $k$ th-ranked candidate is tied with the  $(k + 1)$ st-ranked candidate, the  $h$  candidates with higher rank sum than the  $k$ th-ranked candidate are declared winners and all candidates with the same rank sum as the  $k$ th-ranked candidate shall be considered tied. The tellers shall determine winner(s) resolving the tie using random numbers in such a way that each tied candidate has an equal probability of winning.
- e. The tellers shall prepare a report with the vote tallies and rankings. The School Director shall then inform the School of the winner(s) of the election, but vote counts and rankings are to be kept confidential. The tellers' report and the ballots shall be placed in a sealed envelope, signed by the tellers, and retained in the School office for at least 30 days.
- f. Any candidate or eligible voter may request a recount of the election. The recount shall be done by the tellers along with a member of the Review Committee.

## 2. **School meetings**

Voting in School meetings shall be by voice vote or by show of hands, unless a School member requests a secret ballot.

## 3. **Eligible voters**

Except as specified elsewhere in this document, for elections of lecturers to committees the eligible voters are all lecturers; for elections of track faculty or academic professionals to committees, the eligible voters are track faculty and academic professionals.

## D. **Conflicts of Interest**

To promote fair deliberations in the School, School Members are to avoid conflicts of interest. No School Member shall use his or her position to promote the inter-

est of a spouse, long-term companion, child, or other immediate family member. A School Member shall be excused from participating in any review involving a conflict of interest, and should not petition for someone with whom there is a potential conflict of interest. Remaining independent from such deliberations may require that a faculty member resign from a committee assignment, for example, service on a teaching award committee when one's spouse has been nominated. In other instances, it may only be necessary for a School Member to be excused from a portion of a committee's deliberations, for example, those of the Graduate Advisory Committee regarding teaching assistantships, when one's child has applied for a teaching assistantship.

#### **E. Relation to College, University, and Board of Regents**

Policies and procedures in these bylaws that conflict with those of (a) the College of Liberal Arts and Sciences, (b) Arizona State University, or (c) the Arizona Board of Regents, shall not take effect.

## **II. School Officers**

All School Members share in the responsibility for the School's success in its mission to teach, do research, and serve the University and the community. In general, the Director of the School, with the advice of the faculty, is responsible for coordinating the day-to-day as well as the long-term management of the School, while faculty members with the advice of the Director are responsible for the quality of the instructional program. In addition to their teaching responsibilities, faculty members share in the leadership responsibilities outlined below.

The School Officers are: the School Director, the Associate Directors for Graduate and Undergraduate Studies, the Associate Director for Freshman Mathematics, and the Academic Senators. If a School Officer is to be on leave for one semester during a term of office, a replacement may be appointed to serve in an acting position for the one semester. However, if an individual is to be gone for two semesters, a replacement will be elected or appointed, as appropriate, unless a special circumstance, as judged by the supervising official (Director or Dean), warrants a different approach.

#### **A. The School Director**

The School Director is a tenured full or associate professor.

1. **Responsibilities:** The School Director is responsible for the efficient execution of university policies and for overall leadership of the unit, but shares this responsibility with members of the faculty and staff through discussion

and other democratic procedures. Recommendations made by the faculty and staff are advisory to the Director, who is ultimately responsible for the successful management of the School. Faculty members and academic professionals participate in a regularly established procedure to evaluate the performance of their Director and to share their opinions with the Dean. The Director leads the faculty in envisioning the future potential and trends of the mathematical sciences and in shaping the development of the School by appropriate hiring and resource allocation. Through contact with faculty in other units, the Director identifies opportunities for interdisciplinary research and encourages suitable initiatives. The Director represents the School in its official business with other University personnel, with the students, and with the public. The Director seeks to maintain a productive atmosphere and encourages excellence in each School Member.

The School Director serves as a non-voting, ex-officio member of the Personnel and Budget Committee.

The Director shall:

- Represent the School's needs for budgetary support, personnel, physical facilities, computing equipment, etc. to University administrators.
- Inform the faculty about important developments and issues.
- Efficiently use available resources in carrying out the School's academic mission.
- Coordinate personnel actions pertaining to the faculty and academic professionals: annual performance evaluations of faculty and academic professionals, recommendations on promotion and tenure, recommendations on faculty appointments and re-appointments, recommendations on salary adjustments including market and equity components, guidance of junior faculty.
- Perform personnel actions pertaining to staff: recommendations for appointments, reclassifications and promotions, annual performance evaluations, recommendations for salary adjustments including market and equity components.
- Manage the School's day-to-day operations: the design of teaching schedules, the determination of teaching loads, the assignment of School members to courses, the supervision and coordination of instruction, the man-

agement of the School's budgetary affairs, the organization and supervision of support staff.

- Schedule and chair School meetings.
- Appoint standing and ad-hoc committees.
- See to the election of the School's academic senators, and appoint or see to the election of other official School representatives.
- Assume all other responsibilities specified in the College Bylaws and the University ACD manual.

2. **Selection:** The School Director is appointed by the Dean of the College.

The appointment and membership of a Director Search Committee will adhere to the policies in ACD 111. The Dean of the College will be responsible for constituting the search committee. At least half of the members of the Search Committee shall be elected tenured faculty and continuing academic professionals, elected following the procedure in I.C.1. If the Dean requests that a lecturer be on the Search Committee, said lecturer shall also be elected following the procedure in I.C.1. If the Dean requests additional nominations for the Search Committee, those nominations are made by the Personnel and Budget Committee. The Search Committee is responsible for recommendations to the Dean concerning the relative merits of candidates for the position. To the extent permitted by relevant college and university policies and procedures governing searches for administrative officers, the search for a School Director should be as open a procedure as possible. In the initial stages, faculty and academic professionals will be encouraged to make nominations in an effort to strengthen and diversify the pool of candidates. After the Search Committee has narrowed the field, the candidates' vitae should be made available to faculty and academic professionals.

Prior to making its final recommendations to the Dean, the Search Committee shall solicit input from the School Assembly, ~~and distribute a secret ballot to its members. On the ballot, voters may rate each candidate as "acceptable" or "not acceptable," and rank the acceptable candidates. The voting results shall be available to voting members and included in the Search Committee's recommendations to the Dean.~~ *Through a secret ballot, track faculty may rate each candidate as "acceptable" or "not acceptable," and evaluate their strengths and weaknesses. The voting results shall be made available to voting members and included in the Search Committee's report to the Dean. Through*

*a separate secret ballot, the remainder of the School Assembly may rate each candidate as “acceptable” or “not acceptable,” and evaluate their strengths and weaknesses. The voting results shall be made available to voting members and to the Search Committee.*

## **B. Associate Director for Graduate Studies**

The Associate Director for Graduate Studies is a tenured full or associate professor who has had considerable experience in directing graduate students. The School Director appoints the Associate Director for a two-year renewable term after consultation with the track faculty. Responsibilities of the position include:

- Chairing the Graduate Studies Committee.
- Coordinating School activities with the Graduate College.
- Directing the recruitment and admission of graduate students.
- Assisting with the placement of graduate students.
- Serving as temporary advisor to doctoral students before their supervisory committee is established.
- Supervising the training of graduate teaching assistants, coordinating the evaluation of teaching assistants, and resolving student complaints about instruction by teaching assistants.
- Deciding which students receive graduate teaching assistantships.
- Assisting the Director in the design of teaching schedules.
- Coordinating the administration, grading, and evaluation of qualifying and comprehensive exams.
- Preparing catalog and brochure information about the graduate program.
- Considering proposals for existing and new graduate degree programs, and for substantive curriculum changes in graduate courses, and discussing these proposals with the Graduate Committee and track faculty. These proposals are to be voted on by the track faculty.
- Directing any other activities related to the graduate program as assigned by the Director.
- Serving as Acting Director in the absence of the Director.

## **C. Associate Director for Undergraduate Studies**

The Associate Director for Undergraduate Studies is a tenured full or associate professor. The School Director appoints the Associate Director for a two-year renewable term after consultation with the track faculty. Responsibilities of the position include:

- Chairing the Undergraduate Committee.
- Coordinating undergraduate advising.
- Reviewing requests for overrides and making appropriate decisions.
- Recommending approval or disapproval to the Undergraduate Committee of changes in the program of study of a student.
- Conducting student orientation sessions.
- Reviewing independent study course requests.
- Maintaining effective communication with the faculty concerning the undergraduate programs.
- Considering proposals for existing and new undergraduate degree programs, and for substantive curriculum changes in undergraduate courses, and discussing these proposals with the Undergraduate Committee and track faculty. These proposals are to be voted on by the track faculty.
- Providing for regular review of undergraduate curriculum, to include decisions on textbooks, technology, and teaching methods.
- Preparing catalog and brochure information about the undergraduate program.
- Assisting the Director in the design of teaching schedules.
- Resolving student complaints about instruction by track faculty.
- Serving as liaison between the School and the Office of Career Services.
- Serving as Acting Director in the absence of the Director and the Associate Director for Graduate Studies.

#### **D. Associate Director for Freshman Mathematics**

The Associate Director for Freshman Mathematics is a track faculty member, a principal lecturer, a senior lecturer, or a lecturer. The School Director appoints the Associate Director for Freshman Mathematics for a two-year renewable term after consultation with the faculty. Responsibilities of the position include:

- Chairing the Freshman Mathematics Advisory Committee.
- Coordinating Freshman mathematics (100-level MAT, MTE, STP) course offerings.
- Considering proposals for substantive curriculum changes in 100-level courses, and discussing these proposals with the faculty. These proposals are to be voted on by the faculty.
- Resolving student complaints about instruction by contract faculty.
- Training graduate teaching assistants.
- Assisting the Director in the design of teaching schedules.
- Coordinating the master teacher program.

#### E. Academic Senators

The School's Academic Senators will be elected for a term specified by the Academic Senate in the spring of the year preceding the beginning of service. All School Members who are members of the Academic Assembly of the University are eligible to be the School's Academic Senators and can vote in elections for these positions. Responsibilities include:

- Attending all Academic and College Senate meetings or arranging a substitute.
- Representing the interests of the School through the Academic Senate and College Senate.
- Bringing University, Academic Senate, and College Senate concerns back to School Members.
- Assisting with the performance evaluation of the School Director.
- Participating on Academic and College Senate committees.

### III. Meetings

- A. The School Director calls and conducts regular School meetings at least once each semester. Unless specified otherwise by the Director, all faculty and academic professionals are invited to attend and participate in the discussion. Except in emergencies, the Director shall announce meetings at least one week in advance and distribute the agenda at least two days before the meeting. The Director must place an item on the agenda or call a special meeting to discuss a particular item



whenever presented with a request in writing signed by three or more members of the School Assembly.

- B. School business will be conducted only when a quorum is present. A quorum is 25% or more of the School Members invited to the meeting who are not on leave.
- C. Track faculty members may vote on any issue discussed in School Meetings. Academic Professionals may vote on any issue discussed in School Meetings except those involving curriculum decisions, research directions, and evaluation of faculty. Lecturers may vote on curricular issues involving 100- and 200-level courses.

Except as provided otherwise in this document, a simple majority of those voting at a School meeting shall suffice for adopting a measure. Normally, voting in School meetings is done by voice vote or show of hands; however, a secret ballot shall be used if requested by any voting member. If a ballot is used, the results shall be counted by two tellers appointed by the Director, and the ballots shall be destroyed after the results are announced.

Written proxy statements from persons not present to hear the discussion are allowed on any issue in the published agenda. Persons who are on leave (including faculty members away from the School because they are serving as central administrators) may vote if present at the meeting; otherwise, they may submit a written proxy statement.

- D. The School Director is responsible for preparing and distributing minutes of each meeting, or for assigning another person to do this task. Minutes should be distributed within one week of the meeting. It is the Director's responsibility to assure that hard copies of the minutes are put on file in the office of the administrative assistant to the Director.

#### **IV. Committees**

All faculty members are expected to participate in the functioning of the School through service on School committees.

##### **A. Elected Committees**

###### **1. Personnel and Budget Committee (abbreviated PBC)**

###### **a. Responsibilities:**

- Evaluating and deciding whether to recommend individuals for promotion and tenure.

- Advising the Director on annual performance evaluations and post-tenure review of all faculty and academic professionals.
  - Evaluating and making recommendations on sabbatical proposals.
  - Evaluating the progress of probationary faculty in performance reviews specified by the College.
  - Making recommendations on the renewal and promotion of contract faculty with renewable contracts.
  - Advising the Director on long range planning issues.
  - Advising the Director on budget issues.
  - Making recommendations to the Director on hiring priorities and recruitment procedures for new faculty, and providing input to the Director on construction of search committees.
  - Consultation on appropriate executive functions when requested by the School Director.
- b. **Selection:** The PBC shall have six members:
- two tenured full professors,
  - two tenured associate professors,
  - two members at large who may be either tenured full or tenured associate professors.

Members of the PBC are elected for two-year terms, with one person in each of the three categories elected by April 15 for the next academic year. A candidate is not eligible if known to be on leave during the first year of the term, or if they intend to apply for promotion during the next academic year. PBC members completing a term must wait one year before being eligible for candidacy for this committee again. The School Director and Associate Directors are not eligible to serve on the PBC.

If a member of the PBC is unable to finish a term, a special election shall be held for a replacement in the same category to serve for the remainder of that term. For this purpose, a member shall be considered to be unable to finish the term in the following cases: a member intends to apply for promotion and or tenure during the next academic year; a member will be on leave during the second year of the term; a member becomes School Director.

After the election, the PBC elects one of the full professors on the committee to serve as Committee Chair. The procedure in I.C.1. is followed, and all full professors on the PBC are placed on the ballot.

- c. **Representation of Lecturers and Instructors.** The two principal or senior lecturers from the FMPC provide input to the PBC and the Director on all matters pertaining to contract faculty. They are selected as described in IV.A.2.b. These representatives are not members of the PBC, but they shall be invited to all PBC meetings in which issues pertaining to contract faculty are discussed; they shall have the same responsibilities and voting privileges as the tenured faculty during these meetings. In addition, the PBC may delegate some or all of its responsibilities for evaluating contract faculty to these representatives and the FMPC.
2. Freshman Mathematics Personnel Committee (abbreviated FMPC)
    - a. **Responsibilities:**
      - Provide evaluations *recommendations* of full-time contract faculty to the PBC, School Director, and appropriate Associate Directors, using procedures in accord with Section VI.A.
      - Provide the PBC, School Director, and appropriate Associate Directors recommendations on the renewal and promotion of full-time contract faculty using procedures in accord with Section VI.C and Section VII.
      - Consult on appropriate executive functions pertaining to full-time contract faculty when requested by the School Director or Associate Directors.
    - b. **Selection:** The FMPC shall have six members:
      - one lecturer at the highest rank of those lecturers, senior lecturers, and principal lecturers eligible for election
      - one principal or senior lecturer
      - four lecturers chosen at large from lecturers, senior lecturers, and principal lecturers

Members of the FMPC are elected for two-year terms using the procedure in Section I.C.1, with one person from the first two categories and two people in the second category elected by April 15 for the next academic year. Only contract faculty are eligible to vote. A candidate is not eligible if they intend to apply for promotion during the next academic year.

FMPC members completing a term must wait one year before being eligible for candidacy for this committee again. The Associate Director for Freshman Mathematics is not eligible to serve on the FMPC.

If a member of the FMPC is unable to finish a term, a special election shall be held for a replacement in the same category to serve for the remainder of that term. For this purpose, a member shall be considered to be unable to finish the term, for example, if that member becomes Associate Director for Freshman Mathematics or intends to apply for promotion during the next academic year.

The two FMPC members elected from the first two categories serve as representatives to the PBC described in IV.A.1.c.

After the election, the FMPC elects one of the senior or principal lecturers on the committee to serve as Committee Chair. The procedure in I.C.1. is followed with all senior and principal lecturers on the FMPC placed on the ballot.

### 3. Review Committee

#### a. Responsibilities

- Hearing appeals from School Members concerning performance evaluation and other personnel actions that are appealable at the School level. Making recommendations to the School Director on the disposition of the appeals.
- Listening to and counseling faculty, students, and administrators involved in disputes relating to the School's functions.
- ~~Conducting hearings on charges of academic dishonesty or other disagreements and making recommendations for action to the Director.~~
- Recommending further steps to individuals when human relations problems cannot be resolved at the School level, and informing individuals not satisfied with the review process of the next step in the appeals process.

#### b. Selection

The Review Committee shall consist of six members of the School Assembly who have tenure or continuing status, excluding the School Director and Associate Directors. Three members of the Review Committee are elected each April, in an election held after the PBC election; members

serve a two-year term. A candidate is not eligible if known to be on leave during the first year of the term.

If a member of the review committee is unable to finish a term, a special election shall be held for a replacement to complete that term. For this purpose, a member shall be considered to be unable to finish the term in the following cases: a member will be on leave during the second year of the term; a member is elected to the PBC; a member becomes School Director.

School members may not serve on the Review Committee during, or in the year following, a term as School Director or member of the PBC. After the election, the Review Committee elects one of its members to be chair using the procedure in I.C.1. All members of the Review Committee are included on the ballot for chair.

## **B. Appointed Committees**

Members of appointed committees are appointed by the School Director, with advice from the Associate Directors. The Director should take into account the advice and concerns of various subdisciplines of the School when making committee assignments. The School Director shall normally appoint one of the committee members to serve as chair of the committee. At the end of an academic year, each committee chair shall prepare a brief report for the PBC and Director outlining the actions and accomplishments of the committee.

1. **Graduate Advisory Committee.** Responsibilities include:
  - a. Advising the School on maintenance and improvement of the quality of graduate courses and degree programs.
  - b. Advising on and implementing procedures for recruitment, admission, and retention of graduate students, graduate teaching assistants, and graduate research assistants.
  - c. Advising the Director and Associate Director for Graduate Studies on the supervision of graduate teaching assistants.
  - d. Assisting in the preparation and administration of required examinations for the graduate degrees offered by the School.
  - e. Advising the Director and Associate Director for Graduate Studies on procedures for certifying faculty members' qualifications to chair dissertation committees.

- f. Performing other functions relating to the graduate program, when requested by the Director.
  - g. Hearing and deciding upon appeals and petitions from graduate students.
2. **Undergraduate Advisory Committee.** Duties include:
    - a. Advising the School on maintaining and improving the quality of undergraduate courses and of undergraduate degree programs.
    - b. Advising on and implementing procedures for recruitment, admission, and retention of undergraduate mathematics majors.
    - c. Supervising the advisement of undergraduate mathematics majors.
    - d. Performing other functions relating to the undergraduate program, when requested by the Director.
  3. **Freshman Mathematics Advisory Committee.** Responsibilities include:
    - a. Advising the Associate Director for Freshman Mathematics and the School Director on maintenance and improvement of the quality of Freshman Mathematics courses, and on development of curriculum.
    - b. Performing other tasks relating to the Freshman Mathematics curriculum when requested by the Director, for example, drafting course schedules.
  4. **Other appointed committees.**

The School Director may appoint other committees as needed by the School, for example, a Colloquium and Visiting Scholars Committee, Graduate Teaching Assistant Training Committee, Computing Equipment and Facilities Committee, Engineering Liaison Committee, etc.

### C. **Ad Hoc Committees**

The School Director, standing committees, or the School Assembly may appoint or call for the election of ad hoc committees or subcommittees to carry out specific tasks. When the task is completed, the ad hoc committee is automatically dissolved. The task of a special committee is limited by the duties delegated by these Bylaws to the authority creating it. The School Assembly shall be notified concerning the charge and membership of any special committee by the authority creating the committee.

## V. **Appointment of Personnel**

## A. Full time track appointments

When new track faculty positions become available, the Director, in consultation with the PBC (after seeking input from representatives of subdisciplines in the School), determines the research area(s) in which the School will attempt to recruit new faculty. Once the areas of recruitment have been established, the School shall advertise the new positions following university guidelines. Applications received by the School shall be available for perusal by track faculty at all times after the application deadline.

The Director, in consultation with the PBC, constitutes one or more ad hoc Hiring Committees. Each committee will contain three to six members, and at least half of the committee members will be elected from the track faculty with all track faculty eligible to vote. The remaining members are appointed by the Director.

Elections of faculty to Hiring Committees will use the procedure of Section I.C.1 with the following adjustments. When there is more than one Hiring Committee, there will be separate elections for each committee; these elections may be held simultaneously. Faculty will have a single opportunity to withdraw their name from Hiring Committee elections taking place at a given time. If a faculty member is elected to more than one Hiring Committee, he may decline from serving on some of those committees. When a faculty member is elected to but unable or unwilling to serve on Hiring Committee *X* for any reason, his replacement will be the next highest ranked candidate from the ballot for Hiring Committee *X* who is able and willing to serve on the committee.

At least one member of each committee should take the available diversity training, and all members are expected to assure equal opportunity through affirmative action in the search process. Once a Hiring Committee is formed, its members elect a chair using the procedure of Section I.C.1.

Each Hiring Committee develops a short list of acceptable candidates, and submits the list to the Director. The short list is made available to all track faculty for further comment. After consulting with the PBC and with interested track faculty, the Director decides which of the candidates should be invited for interviews. All communication with candidates prior to their visit is done by the Director.

Candidates invited to visit the School shall be interviewed formally by the Hiring Committee(s); PBC members may also attend these interviews. Candidates shall be encouraged to meet with as many faculty members as possible. After a visit, the track faculty are encouraged to make written comments about the strengths and weaknesses of a candidate, and to compare various candidates. The written

comments are submitted to the Chair of the appropriate Hiring Committee, who shares them with the Committee and the School Director. The School Director, PBC, and Hiring Committee(s) further discuss the merits of the candidate, and the PBC and Hiring Committee(s) shall make recommendations to the Director concerning the acceptability, strengths, and weaknesses of the candidate. Finally, after considering seriously the recommendation of the Personnel and Hiring Committees, the Director shall decide whether to recommend that the candidate be offered a position.

#### **B. Academic Professionals**

The procedures for hiring Academic Professionals are the same as those for track faculty with the exception that all track faculty and academic professionals are eligible to be on the ballot for electing hiring committee members and to vote in that election.

#### **C. Lecturers and Instructors**

When positions for lecturers or instructors become available, the Director, after consulting with the FMPC, constitutes an ad hoc Hiring Committee of three to six members. At least half of the committee members will be elected from the faculty using the procedure of Section I.C.1 with all faculty eligible to vote. The remaining members are appointed by the Director. At least one member of the committee should take the available diversity training, and all members are expected to assure equal opportunity through affirmative action in the search process. Completed applications shall be available for perusal by faculty at or above the rank of the advertised positions at all times after the application deadline. The Hiring Committee develops a short list of acceptable candidates, and submits the list to the Director. The short list is made available to the track faculty and to lecturers at or above the rank of the available positions for comment. After consulting with the Hiring Committee, the FMPC, and with interested faculty, the Director decides which of the candidates shall be offered positions.

#### **D. Faculty Associates**

The recruitment of Faculty Associates is the responsibility of the Director in consultation with the Associate Director for Freshman Mathematics and, where appropriate, the Associate Director for Undergraduate Studies.

#### **E. Visiting Faculty**

When visiting positions become available to the School, the Director will invite all faculty members to nominate candidates for the positions. Nominees are then



invited to make application. The Director may also solicit applications by advertisement in appropriate publications. At all stages of the selection process applications are made available for the perusal of the track faculty. After all applications are received, the Director shall prepare a short list of acceptable candidates for presentation to the track faculty for comment. After receiving the comments the Director, in consultation with the PBC, shall make the final hiring decisions.

#### **F. Procedures for Targeted Appointments**

Any faculty member may identify a truly outstanding candidate for a position in the School, and may bring such a candidate to the attention of the Director. If the Director decides that the candidate merits further consideration, the Director shall then meet with the PBC to decide whether to pursue a targeted hire for the candidate. Any candidate for targeted hire must be able to bring special abilities to the School that would normally not be obtainable through the usual hiring process, and must enjoy the unanimous support of the Director and the PBC.

### **VI. Evaluation of School Members**

#### **A. Annual performance evaluations.**

Annual performance evaluations of School Members are conducted according to the procedures in the document “SoMSS Evaluation and Salary Adjustment Plan.”

#### **B. Probationary reviews of faculty and academic professionals.**

All probationary faculty and academic professionals are reviewed periodically as specified by College guidelines. The purpose of these reviews is to provide guidance on the individual’s progress. The review should resemble a tenure/continuing status review, except that outside letters are not normally solicited. As in the review for tenure/continuing status, the Director and PBC prepare separate statements of recommendations and suggestions.

#### **C. Review for renewal of lecturers, senior lecturers, and principal lecturers.**

All lecturers, senior lecturers, and principal lecturers are reviewed prior to the final year of the fixed-term appointment as specified by College guidelines. These evaluations are conducted according to the procedures in the document “School of Mathematical and Statistical Sciences Evaluation and Salary Adjustment Plan.”

#### **D. Appeal procedures.**

Appeals of annual performance ratings done by the PBC must be filed with the School Director, in writing, within thirty working days of receiving notification of evaluation results. The Director will forward the appeal to the School Review Committee which will use non-adversarial fact finding procedures and will report back to the Director. The Director shall inform the appellant in writing of the outcome of the Review Committee's deliberations and the decision on the appeal, attaching a copy of the Review Committee's report. If the appellant is still not satisfied, the next recourse for appeal is at the College level.

Note, the deadline for making an appeal at the college level may occur before a decision is made by the School Review Committee. Appellants may therefore choose to appeal at the college level before hearing the result of their appeal at the school level.

Bylaws violations shall be reported in writing to the Review Committee, with simultaneous notification of the School Director. The Review Committee shall deal with the issue and make appropriate recommendations.

All other appeals can be made either to the School Director, who forwards them to the School Review Committee, or directly to a member of the Review Committee.

## **VII. Promotion Policies**

All evaluations for promotion, tenure, and continuing status shall be conducted according to the latest version of the document "SoMSS Promotion and Tenure Policies."

## **VIII. Adoption and Amendment of the Bylaws**

For the purpose of approving, altering, amending, or repealing these Bylaws, a quorum is defined as one-half of the School Assembly. These Bylaws will become effective upon approval by at least two-thirds of a quorum of the School Assembly in a secret ballot and upon approval by the University. They may be altered, amended, or repealed by a two-thirds vote of a quorum of the School Assembly in a secret ballot. Proposals for amendments to the Bylaws must be sent to members of the School Assembly at least eight days prior to the date on which action is to be taken upon them.

## **IX. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the School in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules the School may adopt.