

# ORGANIZATION OF THE DEPARTMENT OF MATHEMATICS

(With all revisions through October 9, 2015)

The policies and procedures described in this document are intended to be consistent with the policies of the University of Oregon, as posted by the Office of Academic Affairs, and of the College of Arts and Sciences, and with the various requirements of the Collective Bargaining Agreement between United Academics and the University of Oregon. It is understood that internal governance policy and any policies developed through internal governance, both within this unit and as specified in the CBA, are subject to the approval of the appropriate dean and the Provost or designee. This document reflects the equitable participation of all Department of Mathematics Tenure Track Faculty and Non-Tenure Track Faculty in the development of department policies and practices.

## I. THE GENERAL FACULTY

Membership. All persons having faculty appointments in the Department of Mathematics who fall into at least one of the following categories will be voting members of the department:

1. assistant professors and above (including faculty in the Tenure Reduction Program during terms they are under contract);
2. all career NTTF at at least 0.7 FTE during that term.

This group will be referred to as the "Department" in the remainder of this document.

It is the responsibility of Department members to attend department meetings or to notify the Department Head if they are unable to attend. Similarly, it is the responsibility of committee members to attend committee meetings or to notify the committee chair if they are unable to attend. Responsible participation in department governance and assigned committee work is part of the service obligation of Department members.

Department members on sabbatical or leave may participate and vote in department meetings (or committee meetings if they are members of that committee) if they are present. Department members on sabbatical or leave may also participate in any votes or discussions which take place by email.

Meetings. The Department holds meetings as needed, with an agenda prepared by the party calling the meeting. Meetings may be called by the Department Head or by the Executive Committee. Notice of meetings should be served at least one week in

advance. Attendance at meetings is open unless otherwise restricted by the Department Head.

Presiding Officer. The Head of the Department is the presiding officer at Department meetings. In the Head's absence a substitute will be selected by the Executive Committee.

Secretary. The chair of the Executive Committee will function as Secretary. The Secretary will take minutes of any motions passed at the meeting and circulate such minutes to the Department. The Secretary will also archive such decisions with the department Office Manager and all Department members will have access to these archives.

Motions. Any motion affecting the policy of the Department requires notice. Notice of motion can be given in two ways: (a) by reading the motion at a meeting prior to the regular meeting at which action is desired. (When such notice is given, a copy of the motion is to be provided for the secretary); (b) by distribution to each member of the Department a copy of the motion at least one week prior to the meeting at which action is desired. Motions may be made by any Department member. Motions are decided by majority vote of all Department members.

## II. THE EXECUTIVE COMMITTEE

Membership. This committee consists of seven members of the Department. There will be six tenure-related faculty members and one full-time career instructor.

The tenure related members are selected as follows: During May a nominating ballot, listing the names of all members of the tenured and tenure track faculty except the Department Head and those who are unable to serve the following year, is distributed to every voting member. Each voting member nominates six persons, not more than four of whom may be of the same academic rank. The Department Head, or a teller chosen by the Department Head, counts the ballots and presents the Department Head with a list of the top nine. From the top nine nominees the Department Head selects six (subject to the condition of the following sentence) as the Executive Committee, including at least one assistant professor. In the event that the list of the top nine nominees does not include an assistant professor, the Department Head selects five from the nine and adds one assistant professor.

The career instructor member is selected as follows: During May a nominating ballot, listing the names of all full-time career instructors who are able to serve the following year, is distributed to all full-time career instructors. Each member nominates one

person. The Department Head, or a teller chosen by the Department Head, counts the ballots and presents the Department Head with a list of the top two. From those candidates, the Department Head selects one.

Prior to the nomination, members unable to serve are invited to notify the Department Head in writing. The Executive Committee will select its own chair.

Duties. This committee will meet regularly with the Department Head and will advise the Head on matters relevant to running the department and department policy. It will receive suggestions and complaints from any member of the Department and see that they are considered by the proper authority. Each year the new Executive Committee holds its first meeting near the end of spring term and recommends to the Department Head members for all standing committees to serve during the following year and chairs of these committees. In addition, this committee will oversee, with the Department Head, all unassigned matters.

Motions. Decisions are by majority vote of all committee members present.

### III. THE POST-TENURE REVIEW COMMITTEE

Membership: The committee will consist of three Professors of Mathematics elected by all tenured faculty of the Department of Mathematics. The term of service will be two years with staggered terms. Each year at the same time as the election of the Executive Committee a ballot will be prepared and distributed listing all Professors except:

- a. The Department Head.
- b. Any Professor currently serving on or just completing service on the Post-Tenure Review Committee.
- c. Any Professor with plans to be away for the following year.

Each tenured member of the department will vote for as many names as there are openings on the Committee. The person(s) receiving the highest number of votes will be elected to full two-year terms (even if the vacancy resulted from a resignation after one year) except that when there are three vacancies the person with the third highest number of votes will be elected for a one year term. Tie votes will be resolved by a random process. The Department Head will serve on the Post-Tenure Review Committee ex officio.

Duties: The purpose of post-tenure review and the duties of the committee are described in the University's post-tenure review policy currently at this URL:

<http://policies.uoregon.edu/policy/by/1/0201-personnel/post-tenure-review>. The committee's reports must be completed in good time for the Department Head to comply with University and College deadlines.

Motions. Decisions are by majority vote of all committee members present.

#### IV. THE STANDING COMMITTEES

A. The General Structure. The structure and duties of the department's individual standing committees are given in Section B. The general structure and operations of these committees are given in this section.

Membership. These committees, including the subcommittees of the Graduate Affairs Committee, and their chairs are appointed by the Department Head with the advice of the Executive Committee. These appointments are made annually before July 1 and the new standing committees assume their duties on July 1. All faculty members, including both career and adjunct NTTF, are potentially eligible for committee service on the standing committees. The Executive Committee is expected to take into account relevant expertise and interest in recommending committee appointments.

Advisory Duties. Each committee is assigned certain matters of Departmental policy as its advisory area. In case of a notice of motion to the department by an individual member, the Department Head determines which committee's advisory area covers the motion and then refers the motion to that committee. The committee is then obligated to consider the merits of the proposal; it is expected that in performing this duty the committee will consult with the proposer of the motion. The committee has the power to redraft the proposed motion, and, with the consent of the proposer of the motion, to bring a redrafted motion before the Department without the formality of an amendment. In any event, the committee must report its findings to the Department at the next Department Meeting.

Each committee may undertake studies of any matters falling within its policy area, and propose legislation to the Department on its own initiative. Certain of the committees also have the responsibility of advising the Department Head directly on specific matters (listed below under the individual committees).

Executive Duties. In certain matters a committee may act for the Department. These are the "executive duties" of the committee. In performing these duties, the committee does not need the formal approval of the Department. No committee possesses any executive powers not expressly provided herein or expressly granted to it by the Department. Any decisions made in carrying out Executive Duties will be made by

majority vote, and communicated to the Office Manager of the department for archiving except in cases otherwise specified. Unless otherwise specified in individual committees, all Department members will have access to these archives.

Motions. Decisions are by majority vote of all committee members present, with exceptions as noted in the individual committees.

B. The Individual Committees. The standing committees, their membership and a description of their duties are as follows.

### 1. The Graduate Affairs Committee

Membership. This committee consists of the Department members who are on one of the committee's subcommittees plus three graduate students who are elected by the graduate students plus any at large members of the Department appointed by the Department Head.

Advisory Duties. This committee advises the Department Head and Department on all matters pertaining to the graduate program as a whole. This includes curricular review and revision of the graduate curriculum as well as processes and academic standards for graduate students. This committee may also recommend changes in requirements for earning graduate degrees.

Matters pertaining primarily to individual students in the Ph.D. degree program, the Master's degree program, or the admission of graduate students and their appointment to graduate assistantships or fellowships are handled by the appropriate subcommittee.

This committee also has the special duty of meeting with the Department Head to advise on graduate course offerings for the following year, and of making recommendations for reappointment for graduate students receiving fellowships.

Executive Duties This committee has the responsibility of deciding which students have passed the Ph.D. qualifying process, after receiving the recommendations of the Ph.D. subcommittee. The remainder of the executive duties of the Committee are delegated to its subcommittees as listed below. Decisions made by the entire committee or by subcommittees will be made by majority vote and communicated to the Graduate Coordinator for archiving.

Graduate Student Panel. Three graduate students will be appointed to the Graduate Affairs Committee in accordance with the rules specified below. These appointees will be regular members of the Committee with full attendance and voting rights, except that they will not participate in discussions concerning individual students or their examinations. Like other members of the Committee, they may call for meetings, place items on the agenda of the meetings, etc.

The election of the three panel members will occur annually in early December. The Department Head shall make up a ballot of all full-time students admitted to the graduate program by action of the Department. Each student on the ballot will nominate two names from the ballot. The Department Head will then appoint three out of the top five to serve on the Graduate Affairs Committee; at least one of the three appointed must be a first or second year graduate student.

In the event that none of the top five is a first or second year student, one is chosen by the Department Head. Vacancies occurring between the annual elections will be filled by the Department Head.

Subcommittees. The Graduate Affairs Committee has the following four subcommittees:

a. The Ph.D. Subcommittee

Membership. This subcommittee has three members. Its chair shall be the chair of the entire Graduate Affairs Committee

Advisory Duties. This subcommittee advises the Department on all matters concerning the Ph. D. degree in Mathematics. It advises the chair of the Graduate Affairs Committee on academic progress of graduate students in the Ph. D. program. It makes recommendations to the Department Head on reappointments and on petitions from graduate students.

Executive Duties. This subcommittee has the responsibility of administering the qualifying examinations and making recommendations to the full Graduate Affairs Committee as to which students should be qualified. It also administers the language examinations and decides on Johnson Awards to graduate students. All syllabi for preliminary examinations must gain the approval of this subcommittee.

b. The Master's Degree Subcommittee

Membership. This subcommittee has two members.

Advisory Duties. This subcommittee advises the Department on all matters pertaining to the program for the Program I and Program II Master's Degrees in Mathematics.

Executive Duties. This subcommittee has the responsibility of administering the final examination for the Program I and Program II Master's Degree candidates and interpreting the requirements for these degrees. The time, place and frequency of the final examinations are left to the discretion of the subcommittee.

c. The Graduate Appointments and Admissions Subcommittee

Membership. This subcommittee has at least three members.

Advisory Duties. This subcommittee advises the Department on all matters pertaining to graduate admissions. It makes recommendations to the Department Head concerning appointments to graduate assistantships and fellowships.

Executive Duties. This subcommittee has the responsibility for carrying out graduate admissions policy and planning recruitment procedures and brochures.

d. The Graduate Student Advising Subcommittee

Membership. This subcommittee has at least four members.

Advisory Duties. This subcommittee advises Master students and Ph.D. students who have not yet formed a Ph.D. committee. The members of the committee help each student in tailoring the individual's program and in keeping track of his/her progress through the formal requirements of the graduate program. See comment above.

2. The Undergraduate Affairs Committee.

Membership. This committee has at least eight faculty members and includes at least one career instructor. The Chairman of the Undergraduate Affairs Committee will annually select two undergraduate mathematics majors to serve in an advisory role.

Advisory Duties. This committee advises the Department Head and Department on all matters concerning the undergraduate program. This includes curriculum review, revision of the undergraduate curriculum, changes in undergraduate major and minor requirements, and academic standards and processes for undergraduate mathematics courses and degrees. It also undertakes periodic review of texts used in lower division and in multiple section upper division courses

Executive Duties. This committee is in charge of the identification, advice and encouragement of mathematics majors. It arranges for the Department's participation in the Putnam Examination. It shall advise all undergraduate mathematics majors and provide advice regarding appropriate math courses to all students who request advice. One member of the Committee shall serve as the Head Undergraduate Advisor. Decisions made by the entire committee or by subcommittees will be made by majority vote and communicated to the Undergraduate Coordinator for archiving.

3. The Colloquium Committee

Membership: This committee is typically two Department members.

Executive Duties. This committee has the responsibility for the Colloquium. It is also the duty of this committee to see that all invited colloquium speakers are properly housed, fed, and entertained while on the campus. This committee is expected to solicit and to consider suggestions from Department members for Colloquium lecturers. Finally, this committee has the responsibility for arranging exchanges with other mathematics departments.

#### 4. The Library Representative

Membership: One Department member.

Advisory Duties. The representative advises the Department on all matters pertaining to the Library. This includes recommendations of books to be acquired through the Andrew F Moursund Memorial Endowment Fund.

Executive Duties. This representative acts as liaison between the Department and the Library and is responsible for ordering new books and journals.

#### 5. The Senior Personnel Committee

Membership. All tenured faculty members in the Department with the rank of Professor. The Department Head shall be chair of this committee.

Advisory Duties. This committee advises the Department Head and the University Administration on cases of promotion to the rank of Professor. This committee also advises the Department Head on tenure in any case where tenure accompanies promotion to rank of Professor, or follows promotion to rank of Professor.

#### 6. The Personnel Committee

Membership. All tenured faculty members in the Department with the rank of Associate Professor or Professor. The Department Head shall be chair of this committee.

Advisory Duties. This committee advises the Department Head and the University Administration on the hiring of new faculty members and on cases of promotion to the rank of Associate Professor and tenure except in those cases reserved for the Senior Promotion and Tenure Committee.

This committee also is responsible for recommending changes to review guidelines for tenure and promotion policy, workload for tenure related faculty, merit salary policy for tenure related faculty and review of both tenure related and non-tenure related faculty.

Meetings concerning hiring new Department members shall be open to the Department. In addition to members of the Personnel Committee, Assistant Professors who have had a satisfactory third year review will also have votes.



## 7. The Moursund/Niven Lectures Committee

Membership. This committee will consist of at least two Department members.

Executive Duties. This committee is responsible for selecting the Moursund and Niven lecturers (in years when funds permit) and for making arrangements for their food, lodging and entertainment, as well as for publicizing the lectures. The committee is expected to solicit suggestions for lecturers of interest to a broad range of Department members.

## 8. The Instructors Committee

Membership. This committee consists of three Department members, including at least one full time Senior Career Instructor.

Advisory Duties. This committee advises the Department Head on all matters pertaining to non-tenure-track faculty, including appointment policies. In particular, this committee assists the Head in screening applicants for instructorships and makes recommendations for initial appointments and for promotions to the rank of Senior Instructor.

This committee also makes recommendations for guidelines for performance and promotion reviews, workload and merit salary increase policy for career and adjunct non-tenure track faculty.

Executive Duties. This committee has the responsibility for monitoring the activities of non-tenure-track instructors and for conducting periodic evaluations of their performance.

## 9. The Travel/Visitor Committee

Membership. This committee consists of two Department members.

Advisory Duties. This committee will advise the Department Head on the distribution of travel funds to faculty members in the department, and to faculty members to defray the expenses of visiting research colleagues.

Executive Duties. This committee has the responsibility for formulating procedures for requesting funds and policies and criteria for recommending the use of funds allocated to travel and support of visiting research colleagues. It also has the responsibility for evaluating requests in light of these criteria and recommending action to the Department Head.

## 10. Scholarships and Awards Committee

Membership: This committee consists of four Department members including the head of the undergraduate affairs committee.

Advisory Duties: This committee makes recommendations to the Department Head on the disposition of Mathematics Department controlled scholarships and awards to undergraduate and graduate mathematics students. The committee will examine transcripts and consult with appropriate department members as necessary.

Executive Duties: The committee may formulate procedures for evaluating students and application procedures for scholarships or awards as appropriate.

## 11. Teaching Effectiveness Committee

Membership: This committee consists of six Department members including one or two career instructors.

Executive Duties: This committee conducts peer evaluations of faculty and career instructor teaching. The Department Head will inform the committee chair at the beginning of the academic year which department members should be evaluated over the coming year. This evaluation should include a classroom observation and an examination of the written material (syllabus, assignments, etc.) supplied to the students by the instructor. Detailed criteria and process requirements are given by the Academic Affairs Office of the University of Oregon and are currently at this URL: <http://academicaffairs.uoregon.edu/peer-evaluation-teaching-and-learning>.

## V. AD HOC COMMITTEES

Creation: Ad hoc committees may be created by the Department Head, by the Executive Committee, by the Graduate Affairs Committee (or its Chair), or by the Undergraduate Affairs Committee (or its Chair).

Purpose: Such committees are created to advise on a specific decision and exist for the duration of time during which advice is required on that decision. The body or individual creating an ad hoc committee is responsible for providing that committee with its charge.

Examples:

1. Search Committees are created if possible at the same time as the Standing Committees and if not, created as needed by the Department Head. The Search Committee screens applications and makes recommendations to the appropriate

group on which candidates should be considered. Search committees also document reasons for non-selection of candidates.

2. Textbook Committees are created by the UAC or its Chair to make recommendations on textbook adoptions when needed.

## VI. DEPARTMENT HEAD NOMINATION

The process of nomination of a Department Head is initiated by a request from the Dean to the Executive Committee.

After receiving any instructions from the Dean or the Dean's designate, the Executive Committee appoints an ad hoc committee to meet with department members individually and form a recommendation to the Dean.

Members of this committee attempt to meet with all faculty (both TTF and career NTTF) and all office staff to gather input and feedback on possible Department Head candidates. The committee uses this feedback and its own judgment to make a recommendation to the Dean.