DEPARTMENT OF MATHEMATICS and COMPUTER SCIENCE BYLAWS – OPERATING AND MANAGEMENT PROCEDURES
Indiana State University

Article 1: Membership of the Mathematics and Computer Science Faculty, Voting, Approval and Quorum

1.1 Membership

Mathematics and Computer Science Faculty consists of members of the Indiana State University community who hold a regular faculty position within the *Department of Mathematics and Computer Science*. Members of the faculty are expected to participate in all governance activities of the Department. They have voting rights as defined in Section 1.3.

1.2 Quorum

A quorum at the Department meeting is defined as a majority of the Mathematics and Computer Science faculty. In computing what a majority is, those members of the department on leave or holding a full-time administrative appointment, or the chair will not be counted. In computing whether or not a majority is present, the chair is not counted.

1.3 Voting

The faculty of the Department of Mathematics and Computer Science (as defined in section 1.1) shall have full voting privileges at departmental meetings in all matters placed before them. The Department Chairperson shall only vote in the event of a tie. Decisions about personnel will be made by secret ballot out of the office with the ballot available for at least four (4) working days. A faculty member who is unable to fill out a ballot can arrange a method of voting with the department chair.

1.4 Approval

Subject to a quorum, a simple majority vote of those in attendance at a departmental meeting is required to approve policies, procedures, and curricula. Revisions made to the by-laws, the departmental committee guidelines, and the department's Procedures for Promotion, Tenure, and Review documents must be approved by a 2/3 majority of the voting faculty by secret ballot out of the office with the ballot available for at least four (4) working days. A faculty member who is unavailable to fill out a ballot can arrange a method of voting with the department chair.

Article 2: Faculty Meetings

The Department Chairperson will convene at least one (1) meeting of the Mathematics and Computer Science faculty every semester.   An agenda, the minutes of the previous faculty meeting and any supporting documentation will always be circulated to all faculty three (3) days prior to meetings. The records (electronic and hard copies) of faculty meetings will be kept by the Department's Administrative Assistant. Unless they are on

sabbatical leave, off campus or detained elsewhere on approved university business, are sick or have a time conflict that arises because of an unavoidable university-sanctioned appointment outside the department, all faculty members are expected to attend scheduled faculty meetings. Faculty should not schedule office hours, or make other appointments at this time. Department and committee meetings will be conducted using Robert's Rules of Order.

Article 3: Standing and Other Committees

The Department of Mathematics and Computer Science will have seven (7) Standing Committees: Computer Science Programs Committee, Undergraduate Mathematics Programs Committee, Mathematics Education Programs Committee, Graduate Mathematics Program Committee, Mathematics and Mathematics Education Personnel Committee, Computer Science Personnel Committee, and Faculty Affairs Committee, although other committees may be formed as required. The Department Chairperson serves on Standing Committees as a non-voting ex officio member only.

3.1   Computer Science Programs Committee

The Computer Science Programs Committee develops, reviews, and recommends computer science curricular policy. The committee receives and considers all curricular proposals related to computer science. The committee is responsible for computer science degree programs, course and program revision, program assessment, recommending which courses are offered in each session, and any other items that are exclusively related to computer science programs, students, and faculty.

The Computer Science Programs Committee will be comprised of those regular Department members that teach computer science classes or do research in computer science. The committee will select a chair at its first meeting of the academic year, the Department Chairperson will call this meeting. Normally, the chair of the committee will be the Computer Science Program Director.

3.2   Undergraduate Mathematics Programs Committee

The Mathematics Programs Committee develops, reviews, and recommends undergraduate mathematics curricular policy. The committee receives and considers all curricular proposals related to undergraduate mathematics programs. The committee is responsible for mathematics degree programs, course and program revision, program assessment, recommending which courses are offered in each session, and any other items that are exclusively related to mathematics programs, students, and faculty. This committee will establish curriculum and policies for the following courses: MATH 112, 115, 116, 123, 129, 327, 333, and 494.

The Mathematics Programs Committee will be comprised of those regular faculty members that teach mathematics classes or do research in mathematics. The committee will select a chair at its first meeting of the academic year, the Department Chair will call this meeting. Normally, the chair of the committee will be the Undergraduate Mathematics Program Director.

3.3   Mathematics Education Programs Committee

The Mathematics Education Curriculum Committee develops, reviews, and recommends mathematics education curricular policy. The committee receives and considers all curricular proposals related to mathematics education. The committee is responsible for mathematics education degree programs, course and program revision, program assessment, recommending which courses are offered in each session, and any other items that are exclusively related to mathematics education programs, students, and faculty. This committee will establish curriculum and policies for the following courses: MATH 102, 241, 305, 306, 308, 323, 341, 388, 391, 402, 408, 488, 4/592,.

The Mathematics Education Programs Committee will be comprised of all regular mathematics education faculty members. Mathematics education faculty members are defined as faculty who were hired into mathematics education positions. If another member of the department would like to join the mathematics education committee, a majority vote of the committee members is needed. The committee will select a chair at its first meeting of the academic year. Normally, the chair of the committee will be the Mathematics Education Program Director.

3.4   Joint Oversight

Because the courses listed below are required in both mathematics and mathematics education programs, the curriculum and policies for the courses are established by both the Undergraduate Mathematics Programs Committee and the Mathematics Education Programs Committee. These courses are: MATH 122, 131, 132, 231, 252, 313, 320, 4/510, 4/512.

3.5   Mathematics Graduate Committee

The Mathematics Graduate Committee develops, reviews and recommends graduate mathematics program policy and curricula. The committee is responsible for the graduate mathematics programs, courses and program revisions, program assessment, recommending which courses are offered in each session, and any other items that are related to the mathematics graduate program. This committee will establish curriculum and policies for the following courses: MATH 4/511, 4/513, 4/526, 4/530, 4/531, 4/535, 4/536, 4/537, 4/541, 4/542, 4/590, 603, 604, 612, 613, 621, 627, 640, 646, 650, 660, 661, 680, and 695.

The Mathematics Graduate Committee will be comprised of all Mathematics and Mathematics Education tenured and tenure-track faculty. The committee will select a chair of this committee each year. The chair of this committee will normally be the Mathematics Graduate Program Director.

3.6   Personnel Committees

There are two Personnel Committees: the Mathematics and Mathematics Education Personnel Committee and the Computer Science Personnel Committee. Each committee is comprised of the promoted members (associate and full professors, and senior instructors) of the disciplinary faculty. These committees perform the reviews of faculty

in their respective areas who are subject to annual review and those faculty being evaluated for promotion.

3.6.1 Mathematics and Mathematics Education Personnel Committee

This committee is comprised of the mathematics and mathematics education faculty who are tenured or who have the rank of Senior Instructor, except the department chairperson. The responsibility of the Committee is to make annual recommendations to the department chairperson for each mathematics and mathematics education faculty member subject to annual review. The committee will select a chair at its first meeting which will occur prior to the end of the spring semester in which the committee is formed. The Committee will make recommendations to the department chairperson for each mathematics and mathematics education faculty member who has applied for promotion to Professor or Senior Instructor. The Committee will operate according to the Procedures and Guidelines for Probationary/Tenure Evaluation.

3.6.2 Computer Science Personnel Committee

This committee is comprised of the computer science faculty who are tenured or who have the rank of Senior Instructor, except the department chairperson. The responsibility of the Committee is to make annual recommendations to the department chairperson for each computer science faculty member subject to annual review. The committee will select a chair at its first meeting which will occur prior to the end of the spring semester in which the committee is formed. The Committee makes recommendations to the department chairperson for each computer science faculty member who has applied for promotion to Professor or Senior Instructor. The Committee will operate according to the Procedures and Guidelines for Probationary/Tenure Evaluation.

3.7 Faculty Affairs Committee

The Faculty Affairs Committee is comprised of one regular faculty member from each disciplinary area who is scheduled to teach throughout the academic year (both fall and spring). Faculty members who are scheduled to take leave without pay or sabbatical leave during the time of service are not eligible to serve. Each member of the committee is elected by members of their respective disciplines. No member of the Faculty Affairs Committee may serve for more than three (3) consecutive years. The Faculty Affairs Committee will be responsible for department chairperson reviews, the Biennial Review, other salary reviews, and sabbatical leave requests, as well as matters of discipline and conduct relating to the faculty, staff and students in the Department.

3.8 Other Committees.

The chairperson may from time to time be required to create *ad hoc* committees and search committees (as defined in sections 3.7.1 and 3.7.2).

3.8.1 *Ad hoc* Committees.

Ad hoc committees will be formed only in cases where tasks cannot reasonably be assigned to the standing committees. The Department Chairperson will serve as the committee chair.

3.8.2 Search Committees

Search committees will be created, as the need arises, to select new faculty for the department. The search committee for a regular faculty position will consist of at least three (3) regular members of the department, elected by the voting members of the department who are in the field in which the search is being conducted. The search committee for a Department Chairperson will consist of at least five (5) regular faculty members of the department elected by the voting members of the department out of the office with the ballot available at least three (3) working days. The search committee chair will be selected from among the search committee membership. The search committee is responsible for drafting the position advertisement, identifying qualified candidates, inviting candidates to campus, coordinating interviews, soliciting written faculty feedback on interviewees, deliberating on the list of acceptable/ unacceptable candidates interviewed, and preparing a list of acceptable candidates with strengths and weaknesses for dissemination to the faculty and (in a search for a position other than for Department Chairperson) submission to the Department Chairperson. In case the Department Chairperson disagrees with the search committee about who the acceptable candidates are, he/she will meet with the search committee to resolve the dispute and if no resolution is forthcoming will forward the committee's recommendation along with his/her own. The Department Chairperson will also provide a rationale of his/her recommendation made to the dean to the department faculty.

Article 4: The Chairperson

4.1 Selection of the Chairperson

The Department Chairperson will either be selected from existing members of the faculty, or through an external search. The Department Chairperson must have earned the rank of associate professor or professor in one of the Department's fields. The Mathematics and Computer Science faculty will nominate candidates for chairperson (self nominations are acceptable) and provide feedback to the Dean of the College of Arts and Sciences during the selection process. The formal appointment and selection of the Department Chairperson is the responsibility of the Dean. The teaching load of the chairperson will be determined by the Dean of the College of Arts and Sciences.

4.2 Responsibilities of the Chairperson

To ensure the smooth and efficient running of the Department and support of the Faculty at large, the Department Chairperson shall consult frequently with the chairs of the standing committees and the faculty at large. The Department Chairperson is responsible for calling and setting the agenda for faculty meetings, and ensuring that administrative tasks are communicated to the appropriate Committee(s) in a timely manner. The Department Chairperson will be expected to act promptly on committee recommendations, document the response, and provide direction and leadership to ensure that procedures and programs are implemented effectively. Pursuant to the University Handbook, the Department Chairperson will be responsible for staffing (including assignment of adjuncts and graduate teaching assistants), scheduling courses, and determining the teaching load of faculty. However, the mathematics and computer science faculty are committed to staffing, scheduling, and load practices that ensure the

effective delivery of the Foundational Studies courses, other service courses, undergraduate, and graduate programs, as well as an equitable distribution of work load across the faculty. The principal of equity is essential in that a fair distribution of work load will enable individuals and the department to meet teaching, research, and service goals, as well as the provision of salary adjustments. Subject to staffing and scheduling requirements, the normal workload of twelve (12) credit hours per semester may be reduced in light of an individual faculty member's service to the Department (as, for example, prescribed in sections 3.1 and 3.2), College or University (as prescribed by the Dean or President), or discipline and their scholarly productivity.

4.3 Review of the Chairperson
The Department Chairperson will be reviewed using the standard three-year review procedures for the College of Arts and Sciences.

4.4 Removal of the Chairperson
Removal of the Department Chairperson is a process governed by the procedures of the University Handbook and practices of the College of Arts and Sciences. If 2/3 of the faculty of the department request that the Dean remove the Chairperson, the Department Chairperson will be expected to resign.