

# **Bylaws of the Department of Mathematics University of Missouri–Columbia**

Enacted 28 April 2011  
Amended 29 February 2012  
Amended 11 May 2021

## **1. Parliamentary Authority and Definitions**

### **1.1. Parliamentary Authority**

The parliamentary authority for the Department is *Robert's Rules of Order, Newly Revised, Tenth Edition*, referred to in these Bylaws as *Robert's Rules*. *Robert's Rules* shall govern the Department in all cases in which they are applicable and in which they are not inconsistent with these bylaws, University rules and regulations, applicable law, and any special rules of order the Department may adopt.

### **1.2. Definitions**

1.2.1. In these bylaws, “University” means the University of Missouri, “College” means the College of Arts and Science, “Dean” means the Dean of the College of Arts and Science, and “Department” means the Department of Mathematics.

1.2.2. The fall and spring semesters are considered to run from the beginning of classwork until the end of the term, omitting University breaks, as determined by the University’s academic calendar. “Days of instruction” are days within the fall and spring semesters on which classes meet for regularly scheduled instruction. “Working days” are days, not necessarily within the semesters, which are not weekends and not University holidays.

1.2.3. A faculty member is considered to be on leave only if an official Request for Leave of Absence has been filed and has been approved by the necessary Department, College and University officers.

## **2. Membership**

### **2.1. Regular Members**

2.1.1. The regular members of the faculty of the Department of Mathematics are those persons who hold regular tenured or regular non-terminal tenure-track appointments in the Department which are fifty per cent FTE in the Department or more, together with the Department Chair, regardless of the academic appointment, if any, the Department Chair holds.

2.1.2. In these bylaws, “regular member” or “regular faculty member” or “regular department faculty member” means a regular member of the faculty of the Department of Mathematics, and “regular faculty” means the body of regular faculty members of the Department of Mathematics.

### **2.2. Non-Regular Members**

2.2.1. The non-regular members of the faculty of the Department of Mathematics are those persons who hold full-time non-regular appointments in the Department at the level of instructor, assistant teaching professor, associate teaching professor, teaching professor, assistant research professor, associate research professor or research professor.

2.2.2. In these bylaws, “non-regular member” or “non-regular faculty member” means a non-regular member of the faculty of the Department of Mathematics.

2.2.3. Non-regular members of the faculty of the Department may serve as non-voting members of committees or boards in the Department, unless those committees or boards are otherwise restricted, but not as voting members, nor may they serve as chairs of committees or boards, except as otherwise explicitly provided in these bylaws. Non-regular members may not make or second motions at committee or board meetings, except as otherwise explicitly provided in these bylaws. Non-regular members are not considered in determining quora of committees or boards, except as otherwise explicitly provided in these bylaws.

2.2.4. Non-regular members may attend all Departmental meetings, unless barred by confidentiality rules or other restrictions. Non-regular members may not make or second motions at Departmental meetings, nor may they vote at Departmental meetings.

2.2.5. Non-regular members may not serve as Director of Graduate Studies, nor as Associate Chair.

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### **3. Officers**

#### **3.1. Department Chair**

##### **3.1.1. Duties**

3.1.1.1. The University of Missouri specifies certain duties of the Department Chair. The Department affirms the principles of Executive Guideline No. 7, 2-2-73, revised 7-14-08 (University of Missouri Collected Rules and Regulations 20.110, attached). The Department Chair is responsible to the regular Department faculty, as well as to the Dean of the College of Arts and Science, for conducting the fiscal, academic and personnel affairs of the Department. The Department Chair exercises his or her responsibilities with appropriate consultation and participation with regular faculty.

3.1.1.2. All administrative officers are appointed by the Department Chair.

3.1.1.3. The Department Chair is responsible for maintaining the bylaws, minutes of Department meetings he or she has chaired, approved minutes of Department meetings chaired by others and forwarded to her or him, and making them available to all members of the regular faculty, except as limited by rules of confidentiality.

##### **3.1.2. Recommendation of Candidates for Department Chair**

3.1.2.1. The Department recommends a candidate, or, in the event of a tie as described in 3.1.2.11 below, candidates, for Department Chair for a three-year term to the Dean, unless, as described in 3.1.2.14, the Dean has declined to appoint a Department Chair after two rounds of Department recommendations, in which case the Department recommends appointment of a one-year interim Department Chair.

3.1.2.2. The schedule for making the Departmental recommendation for Department Chair is set by the Executive Committee and begins as soon as is practicable, in the last fall or spring semester prior to the expiration of the current Department Chair's appointment, unless this deadline has passed before the date of the expiration has become known. In the event that this deadline has passed before the date of expiration has become known, the Executive Committee will meet as soon as possible to determine a starting-date which will enable the selection process to be carried out within a fall or spring semester.

3.1.2.3. On the first day of the selection process, the Department Chair or the Executive Committee will send a notice of the beginning of the Department Chair selection process to all regular faculty members, asking those who do not wish to be considered to remove themselves from consideration. Regular faculty members will have one week to remove themselves; withdrawals after that point are not allowed.

3.1.2.4. On all ballots cast in the selection process, each regular faculty member may vote for at most one candidate.

3.1.2.5. One week following the deadline for removing names from consideration, a nominating election of the remaining candidates will be held. Nominations will be tallied by the Executive Committee. All persons with at least four nominations will be placed on the ballot for recommendation for Department Chair. The ballot or ballots to choose among nominees will be referred to in this document as "Chair election ballots."

3.1.2.6. The Selection Committee to conduct the election shall consist of the Executive Committee, except: if any member or members of the Executive Committee are candidates who have received at least four nominating votes, the remaining members will appoint replacements for them on the Selection Committee. The Selection Committee will choose its own chair.

3.1.2.7. The Selection Committee is responsible for all aspects of the election, including notifying regular faculty members of the candidates, the schedule of votes, issuing timely reminders of this, and counting the votes. All votes are counted at open meetings and announced immediately. The Selection Committee is also responsible for communicating the results of the selection to the Dean.

3.1.2.8. The election schedule should not be unduly protracted but should allow reasonable time for campaigning and debates or other fora if desired by a candidate.

3.1.2.9. The Selection Committee shall make all reasonable efforts to ensure that regular faculty who are on leave or otherwise unable to come in to the Department have the opportunity to vote. No ballot may extend over more than three working days.

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3.1.2.10. If on the first Chair election ballot, a majority is found for one candidate, the name of that person will be recommended to the Dean to be Department Chair. In addition, the vote totals for all the candidates on the ballot will be forwarded to the Dean.

3.1.2.11. If a majority is not found in step 3.1.2.10, a run-off ballot will be conducted. If there are ties for the most votes received in step 3.1.2.10, the election ballot will consist of all such candidates. If there is no tie for the most votes received in step 3.1.2.10, the election ballot will consist of the candidate with the most votes received, together with the candidate or candidates with the second-most votes received. The vote totals of all of the candidates on the original ballot as well as this run-off ballot will be forwarded to the Dean.

3.1.2.12. When the Selection Committee informs the Dean of the regular faculty's recommendation, it will also send a message to faculty informing them that it is appropriate at this point to meet with the Dean and discuss any issues relating to the Department.

3.1.2.13. In case the Dean does not appoint a new Department Chair, a new selection process will begin. This will begin with step 3.1.2.3, above.

3.1.2.14. If after the second selection process described in 3.1.2.13 the Dean does not appoint a new Chair, the Selection Committee will recommend that the Dean appoint a one-year Interim Chair. In this case, the election process will be repeated during the term of the Interim Chair.

### **3.1.3. Associate Chair**

The Associate Chair implements Departmental policy as directed by the Department Chair.

### **3.1.4. Director of Undergraduate Studies**

The Director of Undergraduate Studies implements Departmental policy concerning undergraduate education and serves on the Departmental Curriculum Committee.

### **3.1.5. Director of Graduate Studies**

The Director of Graduate Studies implements Departmental policy concerning graduate education, schedules and chairs meetings of the Department's Board of Doctoral Faculty, and schedules and chairs meetings of the Graduate Affairs Committee, and is *ex officio* a member of the Curriculum Committee.

## **4. Executive Committee**

### **4.1. Executive Committee Charter**

4.1.1. The purpose of the Executive Committee of the Department of Mathematics is to advise the Department Chair on the fiscal, academic, and personnel affairs of the Department for which the Department Chair is responsible to the faculty of the Department. This includes Faculty salaries, hiring, budgets, committees, planning, and policy. The Department Chair is expected to perform her or his duties in concert with the Executive Committee.

4.1.2. The Executive Committee conducts the annual performance reviews of all regular faculty as described in Article 10, and conducts post-tenure review in accordance with the Department's Procedures for Review of Regular Tenured Faculty, adopted on 25 September 2007.

4.1.3. The Executive Committee consists of six positions: the Department Chair, who is Chair of the Committee; and five further positions, called ordinary positions, elected by the regular faculty of the Department of Mathematics. All references in these bylaws to the "Executive Committee" denote this full committee, unless the Faculty Subcommittee of the Executive Committee is explicitly specified. Business will be conducted according to *Robert's Rules* except that the Chair only votes to break ties. The Executive Committee will meet at least monthly during the academic year, except that any such meeting need not be held if all Executive Committee members consent, and meets as often as appropriate during the summer. The Executive Committee will view the Department's budget at least yearly.

4.1.4. The agenda for meetings of the Executive Committee is set by the Chair and will include items submitted by the members of the Committee. The Associate Chair, the Director of Graduate Studies and the Director of Undergraduate Studies will be invited to meetings of the Executive Committee by the Chair when it is appropriate.

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4.1.5. It may be necessary and appropriate for the five ordinary members of the Executive Committee to initiate recommendations to be addressed to the whole Committee. To this end, the Faculty Subcommittee of the Executive Committee consists of the five ordinary members of the Executive Committee. These members will elect annually from among themselves one member who will be the Vice-Chair of the Executive Committee and the Chair of the Faculty Subcommittee of the Executive Committee. The Subcommittee is expected to perform its duties in concert with the Department Chair.

4.1.6. The Executive Committee will report in writing, in a timely and full manner, to the regular faculty of the Department of Mathematics.

### **4.2. Meetings by Teleconference or Videoconference**

The Executive Committee may meet by teleconference or videoconference.

### **4.3. Terms and Election Procedure**

4.3.1. Terms of ordinary positions on the Executive Committee are three years, beginning a first of September.

4.3.2. Ordinary positions on the Executive Committee must be regular faculty members. The Associate Chair, the Director of Undergraduate Studies, and the Director of Graduate Studies are not eligible to serve on the Executive Committee. A former member of the Executive Committee, whether an ordinary member or a Department Chair, is not eligible to serve again until three years after her or his term has expired; except that a member who has not served a full term remains ineligible to serve again for a period of time equal to the time served.

4.3.3. Elections for the Executive Committee are done sequentially, and are scheduled by the Department Chair in consultation with the Executive Committee. Elections will be scheduled for the spring semester prior to the impending vacancy, except as provided for in 4.3.4.

4.3.4. If a vacancy among the ordinary positions of the Executive Committee has occurred or will occur before the last day of the Spring Semester prior to the expiration of the term, and this becomes known three or more weeks before the end of that spring semester, the Department Chair, in consultation with the Executive Committee, will schedule an election to fill the remainder of the term. The election should be held as soon as is practicable. In the event that it becomes known that several vacancies have occurred or will occur three or more weeks before the end of the spring semester, the Executive Committee will meet to determine how many of these positions could be filled by sequential elections, subject to an accelerated schedule if necessary, before the end of the spring semester, and the remaining seats will be filled by elections in the next fall semester; the Executive Committee will schedule these elections.

4.3.5. For each ordinary position on the Executive Committee, the election procedure consists of three parts: an opportunity to decline to be considered, a nominating ballot, and one or more election ballots. All ballots are secret. Each regular faculty member may vote for at most one candidate on each ballot.

#### **4.3.5.1. Opportunity to Decline to be Considered**

The Department Chair will circulate to all regular faculty members a notice of the election, together with a list of those regular faculty members eligible for the position. Regular faculty who do not wish to be considered will be given one week after this to inform the Department Chair they wish their names not to appear on the ballots; withdrawals after that point are not allowed.

#### **4.3.5.2. Nominating Ballot**

After the week described in 4.3.5.1 has passed, the Department Chair will send a ballot to all regular faculty members listing, alphabetically, the remaining candidates. Each regular faculty member may vote for at most one candidate. If there are ties for the most votes received, the election ballot will consist of all such candidates. If there is no tie for the most votes received, the election ballot will consist of the candidate with the most votes received, together with the candidate or candidates with the second-most votes received.

#### **4.3.5.3. Election Ballots**

One week after the nominating ballot, the Department Chair will send an election ballot to all regular faculty members listing, alphabetically, the candidates specified in 4.3.5.2. The candidate with the most votes on the election ballot is elected. In the case of a tie among the candidates receiving the most votes, a

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runoff election will be held with only the names of the candidates receiving the most votes on the ballot. The candidate who receives the most votes is elected. In case of a tie at this stage, the election will be decided among the tied candidates by lot in a public manner approved by the Executive Committee.

### **5. Boards**

#### **5.1. Board of Associate and Full Professors**

The Board of Associate and Full Professors consists of all regular faculty members who hold appointments at the associate professor level or above within the Department, together with the Department Chair, regardless of the academic appointment he or she holds, if any; but the Department Chair may only vote as a member of the Board if he or she holds a regular ranked appointment at the associate professor level or above in the Department. The Board approves appointments (whether by promotion, hiring or other means) at the level of associate professor in the Department; such votes will be by secret ballot and require two-thirds of the votes cast for passage. The Department Chair, or the Department Chair's designee, serves as Chair of the Board.

#### **5.2. Board of Tenured Faculty**

The Board of Tenured Faculty consists of all regular faculty members who hold tenured appointments within the Department, together with the Department Chair, regardless of the academic appointment he or she holds, if any; but the Department Chair may only vote as a member of the Board if he or she holds a tenured appointment in the Department. The Board approves Departmental recommendations for tenure in the Department; such votes will be by secret ballot and require two-thirds of the votes cast for passage. The Board makes the Departmental recommendations for tenure. The Board also annually reports on the progress of assistant professors towards promotion. When the Board of Tenured Faculty coincides with the Board of Associate and Full Professors, the two bodies are considered a single unit and may take up any matters in the purview of either. The Department Chair, or the Department Chair's designee, serves as Chair of the Board.

#### **5.3. Board of Full Professors**

The Board of Full Professors consists of all regular faculty members who hold tenured appointments at the rank of full professor within the Department, together with the Department Chair, regardless of the academic appointment he or she holds, if any; but the Department Chair may only vote as a member of the Board if he or she holds a regular appointment at the level of full professor in the Department. The Board approves Departmental recommendations for appointment (whether by promotion, hiring or other means) to the level of full professor in the Department; such votes will be by secret ballot and require two-thirds of the votes cast for passage. The Board also reports on the progress of associate professors towards promotion. The Department Chair, or the Department Chair's designee, serves as Chair of the Board.

#### **5.4. Board of Graduate Faculty**

The Board of Graduate Faculty consists of all regular faculty members of the Department who are on the University's Graduate Faculty. This Board sets and approves graduate policy. The Director of Graduate Studies, or the Director of Graduate Studies' designee, serves as Chair of the Board.

#### **5.5. Board of Doctoral Faculty**

The Board of Doctoral Faculty consists of all regular faculty members of the Department who are on the University's Doctoral Faculty. This Board approves candidates for doctoral study. The Director of Graduate Studies, or the Director of Graduate Studies' designee, serves as Chair of the Board.

### **6. Committees**

#### **6.1. Standing Committees**

##### **6.1.1. Executive Committee**

The membership, duties, and responsibilities of this Committee are specified in Article 4.

##### **6.1.2. Qualifying Examination Committee**

This Committee announces, prepares and grades the Ph.D. qualifying examinations. The results are presented to the Board of Doctoral Faculty. This Committee is appointed annually by the Department Chair.

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### **6.1.3. Graduate and Doctoral Faculty Review Committee**

This Committee evaluates applications of faculty for membership in the Doctoral Faculty, and forwards those applications along with the Department's recommendations to the Graduate School. This Committee also processes the renewal applications for Faculty members whose terms on the Doctoral Faculty have expired. This Committee is appointed annually by the Department Chair.

### **6.1.4. Graduate Affairs Committee**

This Committee evaluates and accepts applicants for the Department's graduate program. It determines standards for admission into the graduate program. This Committee also recommends to the Department Chair applicants for Departmental and University graduate fellowships, and administers the Graduate Student Travel Fund. This Committee is appointed annually by the Department Chair.

### **6.1.5. Curriculum Committee**

The Curriculum Committee recommends course changes to the Department. New courses, as well as changes in course descriptions and course requirements, are proposed to this Committee. The Committee evaluates proposals and makes recommendations to the Regular Faculty. In addition, the Curriculum Committee makes recommendations on changes in the requirements for degrees offered by the Department. The Curriculum Committee may submit certain of its recommendations to the Department Chair for adoption by the Department without a Department meeting, in accordance with Article 8. This Committee is appointed annually by the Department Chair.

### **6.1.6. Library Committee**

The Library Committee oversees issues relating to the Mathematics Library and the Department's interest in other libraries. This oversight includes matters relating to serials holdings and electronic journals and databases of relevance to the Department. This Committee is appointed annually by the Department Chair.

### **6.1.7. Annual Review Committee for Associate Professors**

The Annual Review Committee for Associate Professors is a committee of the Board of Full Professors. It prepares, for the Board, draft reports on the progress towards promotion of each regular associate professor. This Committee is appointed annually by the Department Chair.

### **6.1.8. Annual Review Committee for Assistant Professors**

The Annual Review Committee for Assistant Professors is a committee of the Board of Tenured Professors. It prepares, for the Board, draft reports on the progress towards promotion of each regular assistant professor, except those in either their third or final year of progress towards tenure. Assistant professors in their third or final years of progress towards tenure are reviewed by individual ad-hoc committees. This Committee is appointed annually by the Department Chair.

### **6.1.9. Departmental Faculty Responsibility Committee**

This Committee deals with allegations of breaches in professional ethics or commission of irresponsible acts made against persons holding academic staff positions in the Department, in accordance with the University's Collected Rules and Regulations. The Executive Committee, or an ad hoc committee it appoints, acts as the Department Faculty Responsibility Committee.

### **6.1.10. Annual Review Committee for Full-Time Non-Regular Teaching Faculty**

This Committee conducts annual evaluations of full-time non-regular teaching faculty (as defined in Executive Guideline No. 35, revised 05-21-08; 04-12-10) in accordance with standards and procedures adopted by the Department and University rules. The Department may allow the appointment of non-regular faculty to this Committee, and may allow them some or all of the privileges on the Committee of other Committee members.

### **6.1.11. Other Standing Committees**

The regular faculty may create, and subsequently abolish, further standing committees.

### **6.1.12. Other Ad Hoc Committees**

Ad hoc committees not otherwise prescribed by these bylaws may be created by the Department Chair on her or his own initiative or acting on the recommendations of the Executive Committee or the regular faculty or as required by her or his duties, or by the Executive Committee, or by the regular faculty, or by a departmental board.

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### **7. Meetings**

#### **7.1. Chair of Meetings**

##### **7.1.1. Departmental Meetings**

Departmental meetings are presided over by the Department Chair, or a designee of the Department Chair, except in such cases where a conflict of interest would occur, or when neither the Department Chair nor the Department Chair's designee is present at a properly called meeting. In cases where neither the Department Chair nor the Department Chair's designee preside, the meeting will elect a chair *pro tem*.

##### **7.1.2. Meetings of Boards**

7.1.2.1. Meetings of the Board of Associate and Full Professors, the Board of Full Professors, and the Board of Tenured Faculty are presided over by the Department Chair or the Department Chair's designee, except in such cases where a conflict of interest would occur, or when neither the Department Chair nor the Department Chair's designee is present at a properly called meeting. In cases where neither the Department Chair nor the Department Chair's designee preside, the meeting will elect a chair *pro tem*.

7.1.2.2. Meetings of the Board of Graduate Faculty and the Board of Doctoral Faculty are presided over by the Director of Graduate Studies or the Director of Graduate Studies' designee, except in such cases where a conflict of interest would occur, or when neither the Director of Graduate Studies nor the Director of Graduate Studies' designee is present at a properly called meeting. In cases where neither the Director of Graduate Studies nor the Director of Graduate Studies' designee preside, the meeting will elect a chair *pro tem*.

#### **7.2. Timing of Meetings**

Departmental meetings and meetings of Departmental Boards must occur within the fall or spring semesters.

#### **7.3. Contact Information for Notice**

Faculty are responsible for keeping the Department informed of current means of contacting them. The Department will make reasonable efforts to provide notice of meetings to regular faculty members who may be on leave or traveling.

#### **7.4. Sessions**

When it is foreseen that the Department may have to deal with a family of related issues over the course of more than one meeting, and the Department may wish to act swiftly, a session potentially comprising a number of meetings, which may include both departmental meetings and meetings of some or all of the departmental boards, may be called, either by the Department Chair or by resolution. The call to the session must include the agenda and name the time and place of the first meeting of the session and should, if possible, name the times and places of the potential future meetings. Notice of the actual times and places of meetings in a session must be given as soon as reasonably possible. All meetings of a session must take place within a single semester.

#### **7.5. Notice of Meetings**

A call to a departmental meeting or a meeting of one of its boards, including the agenda for the meeting, must be distributed to all regular faculty members eligible to attend the meeting at least three days of instruction before the meeting, except that for those meetings after the first of a properly called session notice should be given as soon as reasonably possible. Times and places of meetings must be reasonably convenient for regular faculty members. If an item on the agenda involves a recommendation by a committee, then the committee's recommendation with a brief explanation must be attached to the agenda; except that a committee making confidential recommendations need not attach them nor explanations.

#### **7.6. Regular Meetings of the Department**

7.6.1. The Department will hold at least one regular meeting each fall semester.

7.6.2. Regular meetings are scheduled by resolution or, if no resolution is adopted, by the Department Chair.

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### **7.7. Special Meetings**

7.7.1. Special meetings may be called by the Departmental Chair or by resolution.

7.7.2. On receipt of a petition from twenty per cent or more of the regular faculty members not on leave requesting a meeting for a stated purpose, the Departmental Chair must call a special meeting within a reasonable time. If the petition requests a meeting within a specified range of times, allowed by these bylaws, every reasonable effort must be made to accommodate that request.

### **7.8. Meetings of Boards**

7.8.1. Special meetings of boards are called by their chairs, or their chairs' designees, or by resolution.

7.8.2. A board may adopt its own provisions for regular meetings by a two-thirds vote of those present at a meeting, proper notice having been given.

### **7.9. Quorum**

7.9.1. A quorum for a departmental meeting consists of more than half the regular faculty members who are not on leave on the date of the meeting.

7.9.2. A quorum for a board meeting consists of more than half the regular faculty members of the Board who are not on leave on the date of the meeting.

### **7.10. Secret Ballot**

On any motion in a departmental or board meeting, a secret ballot must be used if requested by at least fifteen per cent of the regular faculty members present.

### **7.11. Executive Session**

7.11.1. Meetings of the Department, its boards and committees are conducted in open session insofar as this is in accord with University Rules, applicable law, and the equitable functioning of the Department.

7.11.2. Meetings of the Department or its boards or committees to consider personnel matters are confidential and are conducted in executive session. Personnel matters include, but are not limited to, hiring, any modification of terms of employment or prospective employment, consideration of awards or promotions, consideration of appointments to committees, and evaluation of students, regular or non-regular faculty members, or staff.

### **7.12. Consideration of Appeals**

In a meeting of the Department or any of its boards or committees to consider appeals of decisions, evaluations or ratings, motions to reconsider may be made without the mover revealing his or her prior vote, *Robert's Rules* notwithstanding.

### **7.13. Minutes**

#### **7.13.1. Preparation**

The Chair of a meeting will appoint a secretary, or secretaries, of the meeting. Minutes will be made available, by the Chair of the meeting, to all regular faculty members eligible to have attended the meeting, within five working days after the meeting. Many committees or boards function informally except insofar as issuing their final reports or recommendations; when functioning informally, no minutes need be kept, and the final reports or recommendations may serve as the committee's or board's record of business.

#### **7.13.2. Approval**

Regular faculty members may submit corrections to the minutes within three days of instruction after the minutes have been made available to them. The minutes will be considered approved if no corrections are submitted. If corrections are submitted, the minutes will be considered for approval during the next meeting of the body. Approved minutes are forwarded by the meeting's Chair to the Department Chair.

#### **7.13.3. Accessibility**

The Department Chair is responsible for maintaining a Departmental archive of approved minutes of meetings. A regular faculty member who was eligible to attend a particular past meeting will be given access to the minutes of that meeting.



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### **8. Decisions Without Meetings**

**8.1.** The Department Chair may bring certain matters which arise on the motion of the Curriculum Committee or the Executive Committee before the regular faculty for decision without scheduling a meeting, as follows.

**8.2.** The only matters which may be brought up in this way are: (a) recommendations of the Curriculum Committee; (b) other matters which could be decided by the regular faculty at a meeting, which are approved for treatment in this manner by the Executive Committee. Each matter must be framed as a ballot measure, and must state the requirements for its passage.

**8.3.** The criterion the Department Chair (in the case of recommendations of the Curriculum Committee) or the Executive Committee (in the case of other matters) shall apply in determining whether to bring a matter to the regular faculty under the provisions of this Article is whether the regular faculty can reasonably be expected to want to debate the matter. The provisions of this Article may only be used if the Department Chair or the Executive Committee, as appropriate, judges that the regular faculty will consider it more appropriate to decide the matter expeditiously than to debate it.

**8.4.** In each case, the Department Chair, or the Executive Committee, as appropriate, shall determine whether the matter can reasonably be considered to be a routine one or not. Questions which, if they were put in a meeting, would be required to be decided by a secret ballot are never considered routine.

**8.5.** For routine matters, the Department Chair circulates the matter to regular faculty, asking unanimous consent that the measure be adopted. Each regular faculty member has five days of instruction in which to object; if fifteen per cent or more of the regular faculty not on leave object in that time, consideration of the measure is suspended, and can be introduced at a Department meeting. Faculty objecting under the provisions of this paragraph do so with the understanding that they expect to attend a Department meeting to consider the matter; the names of faculty objecting are not considered confidential.

**8.6.** For matters which are not considered routine, the Department Chair schedules a secret ballot. The balloting will occur over one day, not earlier than five days of instruction after notification of the regular faculty. If, at any time before the balloting opens, fifteen per cent or more of the regular faculty not on leave request a meeting, consideration of the measure is suspended, and can be introduced at a Department meeting; otherwise, the measure is determined according to the ballot. Faculty requesting a meeting under the provisions of this paragraph do so with the understanding that they expect to attend it; the names of faculty objecting are not considered confidential.

**8.7.** Decisions made in this manner are minuted and preserved along with the minutes of Departmental meetings. The minutes include the question put, the mover (the Curriculum Committee or the Executive Committee), the vote-tally and the decision.

### **9. Hiring**

#### **9.1. Confidentiality**

All portions of meetings to consider candidates for positions are confidential insofar as allowed by law and University rules. Tallies of ballots to hire candidates are confidential and are not reported to candidates, unless the body voting instructs otherwise.

#### **9.2. Post-Doctoral Appointments**

All members of the regular faculty shall be given the opportunity to nominate candidates for post-doctoral positions. Post-doctoral appointments are made by the Executive Committee.

#### **9.3. Visiting Appointments**

All members of the regular faculty shall be given the opportunity to nominate candidates for visiting positions. Visiting appointments are made by the Department Chair in consultation with the Executive Committee.

#### **9.4. Full-Time Non-Tenure Track Teaching Appointments**

**9.4.1.** Full-time non-tenure track positions whose primary responsibility is teaching are appointed by the Department Chair in consultation with the Executive Committee; the Chair or the Executive Committee may form ad-hoc hiring committees to aid in the selection process.

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9.4.2. All non-tenure track ranked teaching appointments must be approved by the regular faculty as described in Article 12; this approval must be given before an offer of a ranked position can be made.

### **9.5. Tenure-Track and Tenured Appointments**

9.5.1. All tenure-track appointments at the assistant professor level must be approved by the regular faculty; approval requires two-thirds of the votes cast.

9.5.2. All tenure-track or tenured appointments at the associate professor or professor level must be approved by the appropriate board or boards; approval requires two-thirds of the votes cast.

### **10. Regular Faculty Review**

10.1. The performance of all regular faculty members is reviewed annually by the Executive Committee. Additionally, the Department Chair and the Faculty Subcommittee of the Executive Committee review faculty in accord with University policies for post-tenure review, as described in the Department's Procedures for Review of Regular Tenured Faculty, adopted on 25 September 2007.

10.2. All tenure-track assistant professors are reviewed annually in writing by the Board of Tenured Faculty for progress towards promotion and tenure. Each tenure-track assistant professor is given a copy of her or his report, a copy is placed in her or his Departmental file, and a copy is given to the College.

10.3. All associate professors are reviewed annually in writing by the Board of Full Professors for progress towards promotion. Each associate professor is given a copy of her or his report, a copy is placed in her or his Departmental file, and a copy is given to the College.

### **11. Full-Time Non-Tenure-Track Teaching Faculty Review**

Non-tenure-track teaching Non-Regular Faculty are reviewed annually in writing by the Annual Review Committee for Full-Time Non-Regular Teaching Faculty as described in 6.1.10. Each full-time non-tenure-track non-regular faculty member is given a copy of his or her report. Each report is provided to the Executive Committee.

### **12. Promotion and Hiring of Ranked Non-Tenure-Track Teaching Faculty**

12.1. The standards for accession, by promotion or hiring, to the different ranks of non-tenure-track teaching non-regular faculty are set by the regular faculty.

12.2. The Executive Committee appoints Review Committees, as necessary, to aid in evaluating candidates for ranked non-tenure-track teaching positions.

12.3. These Review Committees make recommendations to the regular faculty for or against the accession of candidates to the ranks of teaching assistant professor, teaching associate professor and teaching professor. One such Committee is formed for each of these ranks, as necessary.

12.4. Each of these Review Committees consists of four positions for regular faculty members and two positions for non-tenure-track ranked teaching non-regular faculty members at the appropriate level or higher. The positions are to be filled insofar as qualified candidates exist. On these Committees, the non-tenure track ranked teaching non-regular faculty members have full participatory rights, including, but not limited to, making and seconding motions and voting. A quorum for any of these Committees is a majority of its regular faculty members and a majority of its non-tenure-track ranked non-regular faculty members.

12.5. The Review Committees' procedures will be transparent to the regular faculty, and the regular faculty will respect the confidentiality of the process. Regular faculty will have access to all dossiers and other documentation considered by the Review Committees, and will have the opportunity to communicate their views to the Review Committees, both orally and in writing.

12.6. The Review Committees' votes on recommendations for accession are by secret ballot, and a positive recommendation requires two-thirds of votes cast.

12.7. The regular faculty make the Department's recommendations on accession; a separate secret ballot on each candidate is required and a positive recommendation requires two-thirds of the votes cast. Each dossier for promotion to or hiring at a non-tenure-track ranked teaching non-regular faculty position shall include the recommendations of the Review Committee and the regular faculty, along with their vote-tallies, as well as a statement that the Department's recommendation is that of the regular faculty.

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### **13. Promotion and Tenure**

#### **13.1. Establishment of Criteria for Tenure and Promotion**

In accordance with College and University Bylaws and rules and regulations, the Department shall establish specific and rigorous criteria for recommendation for the granting of tenure and for promotion in rank.

#### **13.2. Evaluation for Recommendation for Grant of Tenure and for Promotion**

Evaluation for recommendation for grants of tenure and for promotion is done by the relevant boards. When a faculty member is simultaneously considered for promotion and for tenure, the processes may run concurrently insofar as is possible and equitable.

##### **13.2.1. Determination of Candidates**

###### **13.2.1.1. Candidates for Review for Tenure**

A tenure-track faculty member automatically becomes a candidate for review for a grant of tenure in his or her final probationary year. The Board of Tenured Faculty may also nominate regular faculty members to be candidates for review for a grant of tenure by vote, which must be secret; passage requires a majority of votes cast. A separate motion must be used for each faculty member nominated. A faculty member who has been nominated by the Board is informed of the fact by the Department Chair or other person designated by the Board, and asked whether she or he wishes to accept or decline candidacy. A faculty member who has been nominated by the Board may withdraw his or her candidacy at any point subsequently, as long as this is consistent with University and College rules.

###### **13.2.1.2. Candidates for Review for Promotion to Associate Professor**

A tenure-track assistant professor automatically becomes a candidate review for promotion to associate professor in his or her final probationary year. The Board of Associate and Full Professors may also nominate regular faculty members to be candidates for review for promotion to associate professor by vote, which must be secret; passage requires a majority of votes cast. A separate motion must be used for each faculty member nominated. A faculty member who has been nominated by the Board is informed of the fact by the Department Chair or other person designated by the Board, and asked whether she or he wishes to accept or decline candidacy. A faculty member who has been nominated by the Board may withdraw his or her candidacy at any point subsequently, as long as this is consistent with University and College rules.

###### **13.2.1.3. Candidates for Review for Promotion to Professor**

The Board of Full Professors nominates regular faculty members to be candidates for review for promotion to full professor by vote, which must be secret; passage requires a majority of votes cast. A separate motion must be used for each faculty member nominated for candidacy. A faculty member who has been nominated by the Board is informed of the fact by the Department Chair or other person designated by the Board, and asked whether she or he wishes to accept or decline candidacy. A faculty member may withdraw his or her candidacy at any point subsequently, as long as this is consistent with University and College rules.

##### **13.2.2. Appointment of Ad Hoc Committees**

When Departmental candidates for review for tenure and promotion are known, the Department Chair will appoint for each candidate an ad hoc Committee of the appropriate board to prepare a report on the candidate's research, teaching, and service, and a suggested list of external reviewers, and to assist with further stages of the procedure.

##### **13.2.3. Review by Boards**

The Department Chair will schedule meetings of the appropriate boards to review the ad hoc Committees' reports and consider their adoption. The boards may amend the reports, or direct the ad hoc Committees to amend them, before adopting them. Adoption requires a majority of votes cast.

13.2.3.1. In the case of a candidate not in her or his final probationary year, the appropriate boards will vote by secret ballot on whether to continue with the recommendation procedures and solicit letters from all the outside reviewers named in the adopted report; passage requires a majority of votes cast. The candidate is notified of the passage or defeat of the motion or motions and of the vote tally by the Department Chair or other person designated by the boards. If a motion to continue is defeated, the candidate may appeal

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to the board; the board will then provide the candidate a hearing and will meet to entertain motions to reconsider the question.

13.2.3.2. In the case of a candidate in his or her final probationary year, no vote is necessary after adoption of the report; the recommendation procedure continues to the next step automatically.

### **13.2.4. Solicitation of Letters and Provision for Substitute Reviewers**

The Department Chair will solicit letters from all reviewers named in the adopted report, specifying a time by which letters should be received. Any letters received will be made available to the appropriate boards and to those College and University bodies considering the case, but are otherwise confidential insofar as allowed by University policy and law. In the event that any reviewers decline to write letters, the Department Chair will make a reasonable effort to convene the ad hoc Committee to determine whether replacement reviewers should be sought and, if so, to select these reviewers. If the Department Chair determines that it is not feasible to bring the ad hoc Committee together for a meeting, he or she may authorize conduct of this business by telephone, teleconference, or e-mail, and he or she may also additionally or in the alternative replace one or more ad hoc Committee members. The Department Chair will inform the appropriate boards of all decisions regarding substitute reviewers.

### **13.2.5. Preparation of Dossiers**

The Department Chair, aided by the ad hoc Committee, will prepare for the candidate a dossier that will include the report adopted by the board or boards, the letters of evaluation, a curriculum vitae and publication list, and any other materials that are appropriate or are required by the College or University. This dossier will be made available to the appropriate Boards.

### **13.2.6. Decisions by the Boards**

The Department Chair will schedule a meeting of each appropriate board to consider the candidate's case for tenure or promotion. A secret ballot of the board will then be scheduled, by means approved by the board, to determine the Department's recommendation; the schedule and mechanism of voting will allow for reasonable attempts to solicit votes from board members for whom it would be impractical to attend a meeting. A positive recommendation requires two-thirds of the votes cast. A ballot measure may combine recommendations for both the granting of tenure and of promotion of a single candidate if the relevant boards coincide, but separate ballot measures must be used for separate candidates. The Department Chair, or such other person as the board designates, will inform the candidate of whether her or his candidacy has been approved, and of the vote tally.

### **13.2.7. Appeals**

A candidate receiving a negative recommendation in the preceding step (13.2.6) may appeal to the board. The Department Chair will schedule a hearing, and the board will meet to entertain motions to reconsider the question.

### **13.3. Transmission to and Liaison with the College and University**

The Department Chair forwards the candidate's dossier, along with a statement of the vote tally, including abstentions, and a statement that the Department requires a two-thirds vote for a positive recommendation, to the College. The ad hoc Committee, together with the Department Chair, may act as liaisons for any questions or appeals which may arise later in the process, if the candidate wishes.

## **14. Amendment Procedure**

Notice of intent to amend these bylaws must be submitted in writing at a regular meeting of the Department. The amendment must be considered at the next meeting or next regular meeting, where it may be voted on or a ballot for its adoption may be scheduled. Adoption of an amendment requires two-thirds of the votes cast.

## **15. Enactment**

These bylaws become effective when approved by two-thirds of the votes cast by the regular faculty.