

**Bylaws for the Department of Mathematics, University of Nebraska-Lincoln
November 30, 2007**

The Department of Mathematics at the University of Nebraska-Lincoln (hereafter referred to as the Department in this document) exists by authority of the Board of Regents of the University of Nebraska. The Department adheres to all rules and bylaws of the Board of Regents, of the University of Nebraska-Lincoln, and of the College of Arts and Sciences of the University of Nebraska-Lincoln. The procedures that the Department follows are specified below.

1. The Faculty

The term “faculty” in this document refers to persons appointed by the Board of Regents on tenure track appointments with tenure home in the Department, with the rank of Assistant Professor, Associate Professor, or Professor. The faculty has responsibility for maintaining the academic program and general welfare of the Department, including in particular overseeing the undergraduate curriculum and undergraduate degree requirements of the Department. Authority for overseeing the graduate curriculum and graduate degree requirements rests with the graduate faculty. The term “graduate faculty” in this document refers to persons appointed by the Dean of the Graduate College to the graduate faculty in the Department. Both the faculty and the graduate faculty may delegate some of their responsibilities to departmental committees or to faculty members with specific administrative appointments such as the Chair, Vice Chair, Graduate Committee Chair, or Chief Undergraduate Advisor.

The faculty shall meet as the business of the Department requires. Faculty meetings may be called by the Chair, by the Department’s Executive Committee, or by request of at least ten members of the faculty. Except in emergencies, timely notice shall be given and an agenda shall be distributed prior to any meeting. A record of actions taken at faculty meetings will be distributed to the faculty by the Chair or the Chair’s designee. The Chair will keep a record of agendas and actions taken at faculty meetings. All members of the faculty shall be invited to participate in general faculty meetings. The Chair may on occasions invite other people to attend faculty meetings. Voting rights may be extended to other people for specific actions or for specific periods of time, upon recommendation of the Chair and upon approval by at least two-thirds of the faculty. Any faculty member may submit an agenda item for consideration at a faculty meeting. Such items should be submitted in advance of the meeting to the Chair or to any member of the Department’s Executive Committee.

All members of the graduate faculty shall be invited to attend meetings of the graduate faculty and all members of the graduate faculty have the right to vote at meetings of the graduate faculty. Meetings of the graduate faculty will be called and chaired by the Graduate Committee Chair. The Graduate Chair will keep a record of actions taken at meetings of the graduate faculty.

2. The Chair

The Chair is the chief administrative officer of the department. The duties and responsibilities of the Chair include:

- (a) Representing the Department in its relationships with students, the College, the University, outside agencies, alumni, and the general public;
- (b) Handling the administrative affairs of the Department, including managing the Department's budget and hiring and supervising staff people;
- (c) Providing leadership concerning the Department's goals, directions, policies, procedures, personnel issues, hiring, promotions, teaching mission, educational outreach mission, research agenda, and other matters concerning the welfare of the Department, and bringing to the attention of the Executive Committee and the faculty any matters that should be acted on by the committee and/or faculty;
- (d) Making recommendations to the Dean of the College of Arts and Sciences concerning hiring of all faculty level appointments including tenure-track and non tenure-track faculty members and lecturers;
- (e) Appointing a Vice Chair and a Chief Undergraduate Advisor, in consultation with the Executive Committee;
- (f) Recommending appointment of a Graduate Committee Chair to the Dean of the Graduate College, in consultation with the Executive Committee;
- (g) Appointing various committees to assist in the business of the Department; and
- (h) Scheduling and chairing faculty meetings.

The Chair is appointed by the Board of Regents upon recommendation of the Dean of the College of Arts and Sciences, after appropriate consultation with the faculty, and with concurrence of the Senior Vice Chancellor for Academic Affairs and the Chancellor. When the office of Chair is to become vacant, the elected members of the Executive Committee shall, in consultation with both the faculty and the Dean, formulate a mutually acceptable procedure for the selection of a new Chair or Acting Chair. Careful consultation with the faculty is an essential ingredient of any such procedure.

3. The Vice Chair

The Vice Chair has responsibility for scheduling classes for the academic semesters and the summer sessions, for making teaching assignments for all scheduled classes, for monitoring and advising the Chair about enrollment and course grade trends, for providing leadership in curriculum development in multi-section courses, for working to help resolve disputes between students and instructors, and for organizing a fall teaching assistant/new faculty orientation program.

In temporary absence of the Chair, the Vice Chair becomes Acting Chair. The Vice Chair serves as an ex-officio member of the undergraduate advisory committee. Additional duties and responsibilities of the Vice Chair are determined by agreement among the Chair, the Vice Chair and the Executive Committee.

4. The Chief Undergraduate Advisor

The Chief Undergraduate Advisor, in consultation with an undergraduate advisory committee appointed by the Chair, has the responsibility to advise about all aspects of the undergraduate program: in particular to administer the undergraduate program, to advise about undergraduate curriculum and major/minor requirements, to recruit undergraduate majors, to provide recommendations about

undergraduate awards and scholarships, to promote undergraduate research, and to provide career advice for undergraduates.

5. The Graduate Committee Chair

The Graduate Committee Chair, in consultation with a graduate advisory committee appointed by the Chair, has the responsibility to advise about all aspects of the graduate program: in particular, to administer the graduate program, to administer the graduate exams, to recruit graduate students, to advise about policy matters concerning the graduate program, to advise about curricular issues concerning the graduate program, to provide recommendations about graduate student awards and scholarships, and to provide advice on preparing graduate students for the profession.

6. The Executive Committee

The Executive Committee consists of the Chair and four elected members of the faculty. The Chair serves as chair of the Executive Committee. Election to the Executive Committee is restricted to faculty who have been members of the faculty for at least two years prior to their election. All faculty are eligible to vote in the election for the Executive Committee. The election will be held as soon as possible in the fall semester each year. The Executive Committee shall have at most two elected members from each professional rank (at the time of their election), unless more than half the members of the faculty have the same rank at the time of the election, in which case there can be up to three members of that rank. [Amended August 23, 2009.] Terms for elected membership on the Executive Committee shall be for two consecutive years, and a faculty member is not eligible for election for the year following completion of his or her term on the Executive Committee. Terms of elected members on the Executive Committee will be staggered so that two new members will be elected each year. In the event that an elected member of the Executive Committee is unable to serve a portion of his or her term on the committee, the Chair will appoint a replacement member, provided the replacement is for a period of at most one year. If an elected member of the Executive Committee is unable to serve for more than one year of his or her term on the committee, then the Chair will organize a special election to elect a replacement member for the remainder of the term.

The Executive Committee serves as the primary advisory committee to the Chair on all aspects of the Department's business. Meetings of the committee may be called by the Chair, by two or more elected members of the committee, or at the request of five or more members of the faculty. The Executive Committee conducts annual evaluations of faculty, provides the Chair with advice about faculty salaries, workload policies, faculty hiring, strategic planning, budgetary matters, committee assignments, and other duties as assigned to it by the Chair. On advice of the Executive Committee, the Chair may occasionally appoint another faculty member to assist the Executive Committee with some specific aspect of its work if additional faculty expertise is needed.

7. Other Committees

The Chair will appoint committees to oversee much of the work of the Department. Committee assignments will be for one year and will be made as early as possible each fall semester. Each year the

Chair will distribute to the faculty a list of administrative and committee assignments, including membership and responsibilities in all committees.

8. Faculty promotion and tenure

The Department follows all College, University, and Regents procedures, bylaws, and standards regarding promotion and tenure. These procedures, bylaws, and standards are available on the College website. Additional information about the Department's procedures is provided below.

A committee consisting of all tenured faculty with tenure home in the Department has responsibility for determining which, if any, of the untenured faculty, or people being considered for tenured appointments in the Department, will be recommended for tenure in the Department. This committee will also make recommendations for or against reappointment of untenured, tenure-track faculty in the Department. If the Chair is a tenured faculty member, then the Chair will chair this committee: otherwise, the tenured faculty will elect a chair from its members.

A committee consisting of all faculty with the rank of Associate or Full Professor with tenure home in the Department has responsibility for determining which if any of the Assistant Professors will be recommended for promotion to Associate Professor. The committee will also vote on any recommendation to offer a person an appointment at the rank of Associate Professor in the Department. If the Chair is an Associate or Full Professor, then the Chair will chair this committee: otherwise, the committee will elect a chair from its members.

A committee consisting of all Full Professors with tenure home in the Department has responsibility for determining which, if any, of the Associate Professors will be recommended for promotion to Professor. The committee will also vote on any recommendation to offer a person an appointment at the rank of Professor in the Department. If the Chair is a Full Professor, then the Chair will chair this committee: otherwise, the committee will elect a chair from its members.

The committee of Full Professors will meet each fall to conduct a periodic review of Associate Professors. The purpose of the meeting is to offer advice to Associate Professors about progress towards promotion. All Associate Professors will be reviewed at least once every three years and offered advice from the Full Professors about their progress towards promotion. In addition, any Associate Professor may request advice any year about progress towards promotion.

In all cases, the chair of the relevant committee will meet with any faculty member being considered for promotion or tenure to discuss the process of completing the candidate's file and soliciting external letters in preparation for a vote of the committee on promotion or tenure.

9. Amendments to these Bylaws

Any member of the faculty may propose amendments to these bylaws by distributing a written proposal to the Chair or to any member of the Department's Executive Committee. Amendments to the bylaws must be approved by at least two-thirds of the faculty.

