

NCSU MATHEMATICS DEPARTMENT BY-LAWS

The Mathematics Faculty and the Dean of the College of Physical and Mathematical Sciences (J. Whitten) have approved the following By-Laws for the Department of Mathematics, effective July 1, 1995.

1 Chair

The title *Chair* is appropriate for the director of an administrative system that cultivates faculty participation and broad consensus in policy and planning matters; the title *Head* conveys a more authoritarian top-down administrative style.

1. The Chair of the Mathematics Department shall be appointed by the Dean for a term of 3 years, with possible reappointment for a second 3-year term. No Chair shall serve more than two consecutive terms. Upon completion of two consecutive terms, a Chair may not stand for reappointment again before 3 years have passed.
2. The Chair shall consult fully with the Faculty Advisory Committee (FAC) and attempt to achieve consensus in this body before major policy and planning decisions are taken; however, the Chair retains final authority in Department policy and planning matters, subject to University and College requirements.
3. The Chair shall solicit annual written faculty activity evaluations from the Personnel Evaluation Committee (PEC); however, the Chair retains final authority in salary, work assignment and resource allocation decisions for Faculty and Staff.
4. The Chair shall provide the Faculty with complete up-to-date descriptions of Faculty evaluation criteria formulated by the Chair and the FAC and currently applied by the PEC. The Chair shall provide individual faculty members with their annual written evaluations by the PEC.
5. The Chair shall provide the Faculty with teaching and service assignment schedules in a timely manner.

6. The Chair shall maintain a file of Department planning reports prepared by the Chair and/or the FAC, and make these reports available to interested faculty and staff.
7. The Chair shall prepare annual budget summaries similar to those in Report I of the Mathematics Department Administrative Structure Committee (revised April 5, 1995), maintain a file of these summaries, and make them available to interested faculty and staff.
8. The Chair and the FAC shall convene Department meetings regularly during the academic year, prepare and publish the agendas for these meetings in a timely manner, and publish minutes of the meetings. The minutes shall contain a record of attendance and a summary of the business conducted.
9. The Chair shall be the Department's chief representative in College and University affairs.

2 Faculty Advisory Committee

The FAC is the keystone committee in the Department's administrative system. Its roles are to facilitate communication in both directions between the Faculty and the Department Administration on policy and planning issues, to insure a fair representation of diverse Department views on these issues, to coordinate the work of administrative units and subordinate committees, and to evaluate the performance of the Chair and the Department Administration.

1. The Department Chair is the Chair of the FAC and its sole ex officio member. The remaining four elected members and two appointed members are drawn from the Tenured Faculty. The four elected members shall be nominated and elected by the Tenured and Tenure-Track Faculty. The two appointed members shall be appointed by the Chair. At the inception of the FAC, two of the elected members and one of the appointed members shall serve 2-year terms, and the remaining elected and appointed members shall serve 1-year terms. In each succeeding year, two members shall be elected for 2-year terms and one member shall be appointed for a 2-year term. No elected or appointed member may serve more than two consecutive terms in any capacity.

An elected or appointed member who leaves the FAC must wait at least two years before standing for re-election or reappointment again.

2. The FAC shall meet regularly and frequently during the academic year. Minutes shall be taken and published for each meeting. The minutes shall record attendance and summarize the business conducted.
3. The Chair in consultation with the FAC shall appoint the standing committees and ad hoc committees for policy, planning and other significant matters (e.g., hiring committees). The FAC shall coordinate the activities of these committees and receive their reports.
4. A FAC Administrative Evaluation Subcommittee consisting of the four elected and two appointed members of the FAC shall conduct at least one special meeting each year for an evaluation of the Chair and the Department Administration. The evaluation shall be based in part on comments provided by the Faculty and Staff in writing or in interviews at the special meetings. The FAC Subcommittee shall prepare and publish a written summary of the evaluation and any recommendations for change. In the Spring Semester of the third year of the Chair's term, the FAC Subcommittee shall conduct an internal Faculty vote of confidence in the Chair, independent of review processes initiated by the Dean. The outcome of this vote shall be provided to the Faculty and the Dean. The FAC Administrative Evaluation Subcommittee shall determine which of its members is to serve as Subcommittee Chair.
5. In partial compliance with University regulations set forth on pages 30–33 of the Faculty Handbook (1987 edition), the Dean shall consult with the FAC Administrative Evaluation Subcommittee (item 4) on the appointment of leadership nomination and departmental review survey committees.

3 Personnel Evaluation

1. There shall be a Personnel Evaluation Committee (PEC) appointed by the Chair in consultation with the FAC, whose sole responsibility is to provide the Chair with documented annual evaluations of the teaching, research, and service activities of each faculty member.

2. There shall be a Promotion and Tenure Committee (PTC) appointed by the Chair in consultation with the FAC, whose sole responsibilities are to assemble and evaluate dossiers on candidates for reappointment/promotion/tenure and to make preliminary recommendations to the Senior Faculty, the FAC and the Chair.
3. The Chair and the FAC shall conduct triennial reviews of Faculty evaluation criteria, and the effectiveness of the PEC and PTC.

4 Administrative Assistant to the Chair

1. The Administrative Assistant to the Chair shall assist the Chair in mid-level tactical budget management matters. The responsibilities of this position shall include the preparation of alternative detailed contingency plans for achieving objectives formulated by the Chair and the FAC, the assembling of budget-related information needed by the Chair and the FAC from data bases maintained by other Department staff positions (e.g., the Department Budget Clerk and Administrative Secretary), and the preparation of budget summaries and related material for Department reports.

5 Computing Services Administration

1. The Computing Services Coordinator shall be appointed from the Tenured Faculty by the Chair in consultation with the FAC. Subject to the approval of the Chair and the FAC, the Computing Services Coordinator shall be responsible for policy and planning decisions related to computing services and shall serve as the Department's chief representative to College and University computing-related administrative units.
2. The Computing Services Coordinator shall be ex officio Chair of the Computing Committee. The Multi-Media Center Director and the Computing Systems Administrator shall be ex-officio members of the Computing Committee.
3. The Computing Committee shall meet frequently during the Academic year and report regularly to the FAC.

6 By-Law Amendment

1. The FAC shall consider petitions for By-Law amendments signed by at least 20% of the Faculty. The FAC shall present the amendment petition to the Faculty in writing within one month of receipt of the petition. At the next scheduled Faculty meeting, a motion to initiate a vote on the proposed amendment shall be made, and a simple majority vote of faculty present at the meeting shall carry the motion. If the motion to vote on the amendment carries, the Dean shall be informed. Subject to the Dean's approval, a ballot shall be distributed to the Faculty, and an affirmative vote by two-thirds of the Faculty shall enact the amendment. As employed here, the term *amendment* shall mean any alteration of the existing by-laws by modification, addition or deletion, and the term *Faculty* shall mean the Tenured and Tenure-Track Faculty.