

**DEPARTMENT OF MATHEMATICS**  
**PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS**

**Approved February 6, 2006**

**TABLE OF CONTENTS**

I.	Introduction.....	2
II.	The governance structure and operating methods of the Department.....	2
	A. The position of Chairperson.....	2
	B. The Executive Council.....	4
	C. Department Areas.....	4
	D. Committee Policy.....	5
III.	Policies for Reappointment, Tenure, and Promotion (including Professor Salary Adjustment).....	5
	A. Preamble.....	5
	B. Criteria for Reappointment, Tenure, and Promotion (including Professor Salary Adjustment).....	6
	C. Reappointment.....	7
	D. Tenure.....	7
	E. Promotion.....	8
IV.	Procedures for recommending for reappointment, tenure, and promotion.....	9
	A. Personnel Committee Role.....	9
	B. Personnel Committee Composition.....	9
	C. Personnel Committee Meetings.....	9
	D. Personnel Committee Voting and Recommendation.....	9
	E. Right to Appeal.....	10
V.	Department Bylaws.....	10
	A. Procedures for the recruitment and hiring of tenure-track faculty.....	10
	B. Procedures for class assignment, advisement responsibilities, and committee/service responsibilities during the regular academic year.....	12
	C. Procedures for selection of course offerings and for the assignment of faculty to Summer, Extended Degree Programs, and Credit Courses.....	12
	D. Procedures for allocation of travel funds.....	15
	E. Procedures for the allocation of SMCS funds.....	16
	F. Sabbatical and Leave Recommendations.....	16
	G. Allocation of assigned space.....	17
	H. Graduate Faculty.....	17
	I. Retrenchment Procedures.....	17
	J. Procedures for the Selection of a Statistical Consultant.....	18

# DEPARTMENT OF MATHEMATICS

## Preamble

It is assumed that all statements in this document are consistent with statements in the Agreement between Central Michigan University and the CMU Faculty Association. In the event of any discrepancy, the Agreement shall have precedence.

### **I. Introduction.**

- A. For the acceptance and revision of any of the following procedures, criteria and bylaws, the voting faculty of the Department shall consist of those who hold a regular appointment and have an academic rank of instructor, or above, and whose appointment calls for at least half-time service in research or instruction or in a combination of the two within the Department of Mathematics.
- B. The Department shall hold business meetings on a monthly basis during the academic year. These meetings will take place normally on Thursday afternoons. A tentative schedule of meeting dates shall be published early in the Fall Semester. Agenda shall be distributed at least 48 hours before the meeting. Additional meetings may be called by the Chairperson on a 48-hour notice. Failure to follow these procedures for giving notice will not necessarily invalidate any actions taken at the meeting.
- C. These procedures, criteria, and bylaws shall be originally accepted, revised, or amended by the following procedure. Any proposed change shall have an open discussion with power to amend at a departmental meeting. A vote must be taken at a meeting to submit any proposal of change to a secret ballot of voting members of the Department. At least one week must be allowed for balloting. A two-thirds majority of the eligible voters is required for approval.
- D. Non tenure-track faculty do not have voting rights in departmental meetings but should be encouraged to attend and participate in discussions at departmental meetings and area meetings.

### **II. The governance structure and operating methods of the Department.**

#### **A. The position of Chairperson.**

- 1. The Department's expectations of the Chairperson shall be consistent with the duties assigned by CMU. In particular:
  - a. He/she shall administer the policies of the Dean, Provost, President, and the Board of Trustees to the Department.

- b. He/she shall communicate the actions, desires, and decisions of the Department to the Administration of the University, the students, and to the general public.
  - c. He/she shall administer the budget of the Department.
  - d. He/she shall implement the policies and decisions of the Department concerning the Department. That is, he/she shall administer (or manage) the Department.
  - e. He/she shall act as leader of the Department by fostering creativity, development of departmental curriculum, and developing curricula in cooperation with other departments.
2. Procedures for the appointment, reappointment, and formal review of the Chairperson.

- a. During the Spring Semester preceding the last year of appointment of the Chairperson, the Department will review the Chairperson and send a recommendation concerning reappointment to the Dean.

A review committee shall be elected by the Department and shall consist of at least 6 persons who equitably represent the areas and academic ranks within the Department. Nomination for this committee shall be made at a departmental meeting. Election shall be by secret ballot of the voting faculty.

The review committee shall present a recommendation, which includes a recommended term, at a departmental meeting. The Department shall vote by secret ballot following adequate discussion. The vote count of the secret ballot shall be forwarded to the Dean and shall be announced to the Department.

- b. When appointment of a new Chairperson is necessary, the Hiring Committee shall initiate a search procedure. This procedure shall adhere to the existing policies of the University and the Department policy (modified as necessary) set down for hiring. If the Department has the option of appointment of a Chairperson within the Department, a secret vote shall be taken to determine the width of the search.
3. Methods for providing informal feedback.

The Chairperson is expected to have an "open door policy" toward communication with Department members in order to be aware of the concerns and actions of the Department.

4. Methods for providing formal feedback.

The Chairperson shall notify, in writing, any faculty member involved in a personnel decision regarding reappointment, tenure, promotion, leave, or retrenchment.

## **B. The Executive Council.**

1. Composition of the Council.

- a. The Executive Council of the Department shall consist of the Department Chairperson, the Executive Assistant, and the Area Coordinators.

- b. Selection procedures.

- (1) The Executive Assistant to the Chairperson is selected by the Chairperson from among the members of the Department. The length of term is to be mutually agreed upon by the Chairperson and the Executive Assistant.

- (2) The Graduate Area Coordinators will be nominated by members of the Graduate Committee and elected by the graduate faculty and will serve a two year term. The other Area Coordinators are elected by the members of their respective areas for a term of two years. No Area Coordinator may serve three consecutive terms in one area. An Area Coordinator may represent only one area in any given term. The election shall take place by December 15 of the academic year preceding the taking of office.

2. Duties of the Executive Council.

- a. The Executive Council is an advisor to the Chairperson on the management of the Department.

- b. The Executive Assistant will assist the Chairperson in administrative duties as assigned by the Chairperson.

- c. The Area Coordinators will communicate to the Chairperson the special concerns of the areas in matters of curriculum, materials and supplies, new personnel, new courses and programs, etc. They will also inform the area members about official matters from the Chairperson and other administrative officers.

## **C. Department Areas.**

The faculty shall divide into areas to initiate actions regarding curriculum changes, hiring priorities, planning requests, and other business which relates to the area of concern. Recommendations of an area are brought to a departmental meeting for action. A faculty person may choose to participate in one or more areas. The areas are 1) Mathematics, 2) Mathematics Education, 3) Statistics and Interdisciplinary Mathematics, and 4) Graduate.

**D. Committee Policy.**

1. Selection and duties of standing committees.

The standing committees of the Department are 1) Hiring, 2) Personnel, and 3) Graduate. The selection and duties of the Hiring Committee and the Personnel Committee are described in the appropriate sections below.

In addition to the Graduate Area Coordinator, who serves as chair of this committee, the Graduate Committee shall consist of two (2) persons from each area, elected for 2-year staggered terms. The committee shall oversee the graduate program of the Department, make recommendations for graduate faculty, and perform other relevant duties as delegated by the Chairperson or Executive Council.

2. Selection of ad hoc committees.

Ad hoc committees may be formed as needed by the Chairperson or Executive Council with the approval of the Department or by the Department by vote at a departmental meeting.

Area ad hoc committees may be formed within an area with the approval of that area.

3. Non tenure-track faculty may not serve on departmental standing committees. They should be encouraged to serve on ad hoc committees within the Department and University.

**III. Policies for Reappointment, Tenure, and Promotion (including Professor Salary Adjustment)**

**A. Preamble.**

Reappointment, promotion, and award of tenure are crucial to both the individual faculty member and the Department. The individual faculty member has the responsibility for:

1. Requesting consideration for tenure or promotion.
2. Presenting all evidence of professional activities which he/she wishes to have.

3. Documenting this evidence.
4. Presenting a narrative statement explaining how these activities meet each of the criteria set forth in these procedures.
5. Soliciting letters of recommendation from colleagues.

Decisions to reappoint and tenure depend on the competence and promise of the individual and the future needs of the University. Decisions to promote depend upon the demonstrated achievements of the individual.

Each Department member has the right to meet with the Department Chairperson at any time to discuss his/her contribution to the Department and progress toward meeting the criteria for reappointment, tenure, and/or promotion.

All reference to dates and timing will conform to the current University policy. Applications are due in the Department Office at least four weeks prior to the University deadlines. The time of such deadlines shall be announced to the Department by the Chairperson.

**B. Criteria for Reappointment, Tenure, and Promotion (including Professor Salary Adjustment).**

A candidate's performance in the categories of Teaching, Scholarly and Creative Activity, and University and Professional Service will be evaluated for the purpose of recommendation for promotion and tenure. Within these categories, some items are more important than others. Those that are more important are indicated with an asterisk. If a candidate feels other items not listed in a category are relevant, he/she may present these for consideration also.

If a candidate is satisfactory in all of the items from that category that are listed as more important, then he/she will be rated satisfactory in that category. A rating in a category may be enhanced by outstanding performance in any item in the category.

Faculty members are expected to perform at a level comparable to mathematics faculty in similar comprehensive universities. Standards will be applied with increasing rigor for higher ranks.

The categories with items are:

1. Teaching:
  - \*a. Demonstrated successful classroom performance (for example, student evaluation scores, student performance on standardized tests, student enrollment and performance in subsequent courses, student or colleague letters of support, etc.).
  - \*b. Willingness to consult with students on an individual basis.

- c. Participation in some of the following: independent study, Plan B papers, thesis/dissertation chairperson, Honors Program, etc.
  - d. Accepting an active role in curriculum development and/or developing instructional material.
  - e. Willingness to teach a variety of classes.
  - f. Attendance at conferences with a focus on teaching.
2. Scholarly and Creative Activity:
- \*a. Publication of scholarly work in books, refereed journals, or other media which are subject to a review process.
  - \*b. Presentation of scholarly work or receipt of external grants.
  - c. Receiving internal grants.
  - d. Applying for grants.
  - e. Editing, refereeing, reviewing or translating manuscripts.
  - f. Creation of scholarly work or publication in non-refereed journals.
  - g. Developing workshops.
  - h. Attendance at conferences with a focus on scholarship.
  - i. Participating in seminars or colloquia.
  - j. Participating in Short Courses.
3. University and Professional Service:
- \*a. Participating in departmental or university committees.
  - b. Mentoring, advising majors and/or minors, etc.
  - c. Serving as a consultant.
  - d. Officership in professional organizations.
  - e. Sponsorship of student organizations.
  - f. Presenting workshops.
  - g. Membership in associations.

**C. Reappointment.**

- 1. A faculty member must submit her/his application for reappointment with supporting documentation.
- 2. Criteria for successful reappointment depends heavily on teaching as defined in B.1.a. In addition, the individual must show the promise of scholarly and creative activity, and University or Department service.
- 3. Notice of reappointment or nonreappointment is given by the date determined in the Agreement which is normally by mid-February of the first year of service, by December 15 of the second year, and by at least 12 months notice after two years of service.

**D. Tenure.**

1. The rank of original appointment determines the length of the probation for tenure-track faculty. Probationary periods and the year of employment in which such faculty must apply for tenure are indicated below:

<u>Rank</u>	<u>Probationary Period</u>	<u>Year Application Due</u>
Instructor	7 years	6
Assistant professor	6 years	5
Associate professor	4 years	3
Professor	2 year	2

2. To have a successful application for tenure, an individual must hold a doctoral degree.
3. Criteria for tenure are listed in B. Letters of support from colleagues outside (or inside) the University that attest to the quality of the candidate's professional activity and service are recommended.
4. Satisfactory performance in both Teaching and Research and Scholarly Activity is mandatory for a positive recommendation. Evidence of continuing University and Professional Service is expected.
5. Promise of continued activity in the areas listed in B and contribution to the departmental goals is expected.

**E. Promotion.**

1. In general, the minimum time required in a rank before promotion to a higher rank is four years. A person may petition for promotion at any time.

2. Criteria for promotion to Assistant Professor.

Promotion to Assistant Professor is automatic with completion of the doctorate. Any other circumstances would require special action by the Personnel Committee.

3. Criteria for promotion to Associate Professor.

The criteria for promotion to Associate Professor are the same as the criteria for tenure in D.2. through D.5.

4. Criteria for promotion to Professor (including Professor Salary Adjustment).

In addition to continued satisfactory performance in areas required for the previous promotion, evidence of high quality scholarly and creative activity and leadership in



University and professional service is expected. Letters of support from colleagues outside (or inside) the University that attest to the quality of the candidate's professional activity and service are recommended.

#### **IV. Procedures for recommending reappointment, tenure, and promotion.**

##### **A. Personnel Committee Role.**

A committee called the Department Personnel Committee will make recommendations to the Chairperson on reappointment, tenure, and promotion of Department members on the stated criteria.

##### **B. Personnel Committee Composition.**

Each Fall, prior to October 1, an election shall be held to elect three (3) members to the Department Personnel Committee. The term of appointment shall be for two (2) years. The elected committee shall consist of six (6) tenured faculty members. No Department member shall serve two terms in succession. The Department Chairperson shall chair the Committee and the six (6) other members to be elected as follows:

Three (3) from the rank of Professor;  
Three (3) from the rank of Associate/Assistant Professor;

Two (2) from the rank of Professor and one (1) from the rank of Associate/Assistant Professor shall be elected in the even numbered years. In the odd numbered years, one (1) from the rank of Professor and two (2) from the rank of Associate/Assistant Professor shall be elected. Members of the Department on regular appointment who hold the rank of instructor or above shall be eligible to vote in the election of the Personnel Committee.

Members of the Department who are to be evaluated by the Personnel Committee shall not be members of the committee during the academic year in which they will be evaluated. If an elected committee member becomes unable to serve, he/she shall be replaced by the faculty member who received the next highest number of votes in his/her category in the most recent election. (Faculty members who are unable to serve on the Personnel Committee are urged to inform the Chairperson prior to the election.)

##### **C. Personnel Committee Meetings.**

The Personnel Committee shall meet at least three weeks prior to the University deadlines as specified in the Agreement for submission of the departmental recommendation to the Dean. The time of such meetings shall be announced to the Department. The Committee shall review all pertinent reappointments and applications for tenure or promotion. In addition to his/her application for tenure or promotion, a faculty member shall have the

right, by request, to present his/her case to the Committee at one of its regular meetings.

**D. Personnel Committee Voting and Recommendation.**

The Committee shall vote on reappointment and on all applications for tenure and promotion. An individual shall be recommended to the Department Chairperson for reappointment, tenure, or promotion if four (4) affirmative votes are cast by the Committee. The vote shall be by secret ballot. If the Department Chairperson's recommendation to the Dean is not in accord with the Committee vote, the Committee must be so informed with specific reasons for this action presented to the Committee. Both recommendations must be forwarded to the Dean.

**E. Right to Appeal.**

1. In any case of unfavorable recommendation, the faculty member shall have the right to appeal and to appear before the Personnel Committee at least two weeks prior to the scheduled submission of the recommendation. If the appeal is unsuccessful, the faculty member may present the appeal to the Department as a whole at least one week prior to the scheduled submission of the departmental recommendation to the Dean. The Department as a whole shall vote on the recommendation. If the Department Chairperson's recommendation to the Dean is not in accord with the Department vote, the Department must be so informed with specific reasons for this action presented to the Department. All three recommendations must be forwarded to the Dean.
2. Each faculty member has all rights given him/her through the Agreement which includes the right of appeal to higher authority concerning departmental decisions and the right of filing grievance complaints.

**V. Department Bylaws.**

**A. Procedures for the recruitment and hiring of tenure-track faculty.**

1. At the beginning of each school year, a committee shall be formed to oversee the recruitment of new faculty -- hereafter called the Hiring Committee. Its members shall consist of:
  - a. Department Chairperson;
  - b. Executive Assistant to the Department Chairperson;
  - c. One (1) member from each of the Areas, except for the Graduate Area, to be selected by their Areas.

2. Each of the Areas (except the Graduate Area) shall submit, with justifications, a list of types of positions needed (arranged in order of priority) to the Hiring Committee by March 1. The entries on such lists shall be based on meetings of each Area.
3. From the lists in 2., the Hiring Committee shall establish a priority listing for the entire Department by April 1.
  - a. The list to be made available to the faculty.
  - b. Those members of the Department wishing to appeal items on the lists may request a hearing before the Hiring Committee within ten (10) days of the distribution of the list. If the appellant still desires a change in the list after the hearing, the issue shall be taken to the next departmental meeting for final settlement.
4. In the event hiring needs change after the priority list has been established but early enough to have a complete search, the Hiring Committee shall have the authority to reimplement Procedure items V.A.2. and V.A.3. with appropriately modified deadlines.
5. The search for new faculty shall be made in all appropriate manners directed by the Chairperson of the Department. This includes preparing affirmative action documents.
6. Selection.
  - a. The Hiring Committee shall review all credentials and screen all applicants.
  - b. The Hiring Committee shall make available to the faculty the names of all applicants selected by the Hiring Committee with the intention of inviting them for personal interviews. The Hiring Committee may also distribute (with justification) names of applicants unable to be interviewed but whom the Hiring Committee feels should be given consideration.
  - c. Those members of the Department wishing to make an appeal concerning the applicants chosen in b. may request a hearing before the Hiring Committee within 5 days of the distribution of the names in b. The Hiring Committee shall then vote and decide all changes. Majority of those voting rules.
  - d. Each personal interview shall include a meeting of the applicant and members of the applicant's Area.
  - e. After an interview (if there is one), or after a study of the applicant's credentials, the applicant's Area shall meet and decide by ballot to recommend

or not recommend to the Department Chairperson the hiring of the applicant. Majority of those voting rules. All Department members shall be given two (2) days advanced notice of this meeting. The results of the ballot shall be made known to the faculty.

- f. If there is a positive recommendation from the applicant's Areas, the Department will vote, by secret ballot, to determine which candidate(s) (if any) to recommend to the Department Chairperson for hiring.
7. "Emergency appointments".
  - a. "Emergency appointments" are those occurring between the end of the Summer and the beginning of Fall Semesters.
  - b. They shall be made by the Department Chairperson in consultation with at least one member of the applicant's Area.
8. The applicant shall be given copies of the following no later than the time of an offer of an appointment:
  - a. The Agreement;
  - b. The departmental Procedures, Criteria, Standards, and Bylaws;
  - c. Other personnel documents as developed.

**B. Procedures for class assignment, advisement responsibilities, and committee/service responsibilities during the regular academic year.**

1. The Executive Council, in consultation with the Areas, shall decide on the course offerings. Each faculty member shall then be given the opportunity to choose classes he/she is qualified to teach and preferred times for teaching. The Chairperson (or Executive Assistant) will create a tentative master schedule and inform each faculty member of their assignment and times. Adjustments will be made, when possible, if the faculty member requests them.
2. The Department Chairperson will be responsible for assigning an adequate number of advising faculty. Although a necessary responsibility, Department advising will be a voluntary assignment for individual faculty.
3. Committee and service assignments which are not elected within the Areas of the Department as a whole will be voluntary assignments of individual faculty. It is understood that each faculty member is expected to do committee work.

**C. Procedures for selection of course offerings and for the assignment of faculty to Summer and Extended Degree Programs and Credit Courses.**

1. The term "member" means a regular faculty member of the Mathematics Department as described in the Agreement.
2. Summer course are defined as those offered between the end of the Spring Semester and prior to the beginning of the subsequent Fall Semester.
3. The Executive Council, in consultation with the areas, shall decide on the summer course offerings in response to programmatic needs.
4. The procedures, described in V.C.6. (below) refer to the assignment of Mathematics Department Faculty to teach courses offered by the Mathematics Department or courses listed as mathematics courses, except as specified in paragraph V.C.4.
5.
  - a. If another department requests a Mathematics Department member to teach a course offered by that department, such a request will be honored.
  - b. Any courses offered under the sponsorship of a grant will be staffed in accordance with the terms of that grant.
  - c. If another agency requests a Mathematics Department member to teach a course offered by the Mathematics Department, such a request will be considered.
  - d. Temporary faculty may be invited to teach summer sessions or in the Off-Campus Education Program if and only if regular faculty members are not available or are not qualified for the class being offered.
6. The following procedures will be used for the assignment of Mathematics Department faculty to summer courses offered by the Mathematics Department:
  - a. Each Fall Semester, before December 1, scores will be determined for each member of the Department as follows:
    - (1) For each member who has been employed at CMU for the past seven academic years, his/her score will be the number of weeks he/she was employed full time by CMU during the previous seven summers.
    - (2) The Initial Summer Value (ISV) for the Summer X (e.g., Summer 19nn) equals the sum of the scores of the members who returned the Fall X divided by seven times the number of returning members. A person on leave is counted as a returning member.
    - (3) For each member who has been employed at CMU for k years where  $0 \leq k < 7$ , his/her score will be the actual number of weeks of full time

employment by CMU during the previous  $k$  summers (plus the ISVs for the  $7-k$  years immediately preceding his/her employment at CMU).

- (4) Those positions under Department control should count full and those positions beyond Department control should count one-half toward a person's ranking. The Executive Council shall decide which positions are under Department control.
  - (5) Summer Fellowships granted by Central Michigan University will be exempted from contributing to a member's score.
  - (6) The Executive Council shall resolve all issues not specifically covered in items I-iv. above. Any member shall have the right to appeal his/her score to the Executive Council.
- b. Members of the Department will be ranked in reverse order of score (i.e., the highest rank goes to the member with the lowest score).
  - c. From the members of the Department requesting summer teaching positions, assignment of Summer positions shall be made according to the ranking determined in V.C.5.a. In case of ties in rank, a randomization procedure will be used.
  - d. It is assumed that the course offerings for the summer sessions will be available in order that faculty members may decide whether they wish to teach in any of the summer sessions.
  - e. All appointments are subject to the members being qualified to teach the particular courses being offered. Determination of qualifications shall be based on personal research, experience, or academic background. Determination shall be made by the Department Chairperson and the Area Coordinators.
7. The following procedures will be used for the assignment of Mathematics Department faculty to Off-Campus courses listed as Mathematics courses:
- a. Each Fall Semester before September 1, scores will be determined for each member of the Department.
    - (1) For each member who has been employed at CMU for the past three academic years, his/her score will be the number of Off-Campus credit hours taught during the previous three years (including summers).
    - (2) The Initial Off-Campus Value (IOV) for the academic year beginning in  $X$  (e.g., 19nn) equals the sum of the scores of the members who returned the Fall  $(X+1)$  (e.g., Fall 19nn) divided by three times the

number of returning members.

- (3) For each member who has not been employed at CMU for at least one of the past three academic years, his/her score will be the actual number of Off-Campus credit hours taught during the previous three years plus
  - (a) For those with two academic years at CMU, the IOV for the year immediately prior to CMU employment, and
  - (b) For those with one academic year at CMU, two IOV's for the two years immediately prior to CMU employment, and
  - (c) For newly appointed members (either Fall or Spring Semester), three IOV's for the three years immediately prior to CMU employment.

- b. The members of the Department will be ranked in reverse order of score (i.e., the highest rank goes to the member with lowest score).
- c. From among the members of the Department requesting specific Off-Campus courses, the one with the highest rank as determined in b. should receive the assignment. In case of ties in rank, a randomization procedure will be used.
- d. All Off-Campus courses listed as Mathematics courses must be made available to members of the Department.
- e. All appointments are subject to the members being qualified to teach the particular courses being offered. The determination of qualification shall rest with the Department Chairperson whose decision is to be reached after consultation with the Area Coordinators.

**D. Procedures for allocation of travel funds.**

1. The following procedures are based upon the assumption that the Department allocates X dollars per member each academic year for travel expenses. Both instate and outstate meetings are included in these procedures.
2. No member shall receive more than 10% of the total travel money available in any given year. Persons incurring unusually large travel expenses are encouraged to seek other funds.
3. Members will be paid their expenses or 1.0 X dollars, whichever is smaller, for travel to professional meetings.

4. Travel funds not paid out in 3. shall be paid out in May in the following manner as funds permit: 70% of the remaining funds will be allocated to category a.; 30% of the remaining funds and any of the 70% not used will be allocated to category b.
  - a. Those unpaid expenses incurred by a member who gave a main address, a section presentation or workshop of one-half hour or longer duration, or who presided as an officer in a state or national mathematics organization whose expenses were otherwise unpaid.
 

50% of unpaid expenses incurred by a member who was a panel member or who delivered a short talk of less than 30 minutes.
  - b. Those unpaid expenses of members who attended professional meetings and of members not repaid in a. above.
5. In determining mileage expenses for personal cars, each member who (1) drives a full car (4 members) is paid full mileage, (2) drives a partially filled car unavoidably is paid full mileage, (3) drives an avoidable partially filled car is paid  $XR/4$  dollars where  $X$  = number of members in a car and  $R$  = remaining dollars left from total allowance of  $y((Z-1/4) + 1)$  dollars where  $Z$  = number of members driving or riding and  $y$  = round trip mileage. State car expenses will be apportioned equally to all members in the car.
6. Unusual travel conditions will be payable as determined by the Department Chairperson.
7. The responsibility for the disbursement of the travel funds is with the Office of the Department Chairperson.
8. The Department Chairperson, with the advice of the Executive Council, may consider non tenure-track faculty for allocation of travel funds.

**E. Procedures for the Allocation of SMCS Funds.**

The Chairperson, in consultation with the Executive Council, shall administer the SMCS funds, using the priorities established by each Area for supply and material needs.

**F. Sabbatical and Leave Recommendations.**

1. To have a successful application for sabbatical leave, an individual must demonstrate the purpose of such a leave. The following purposes are among those which can be given:
  - a. Improve and/or strengthen teaching.



- b. Research and/or writing for publication.
  - c. Scholarly and/or professional service.
  - d. Other scholarly and creative activity.
  - e. Intellectual and/or professional development.
2. Sabbatical proposals are to be presented to an Ad hoc Committee before a deadline announced by the Department Chairperson. The committee will review the proposals and submit to the Department the approved proposals. The Department will vote by secret ballot to determine which proposals to submit to the Dean. Majority of those voting rules. A maximum of four sabbaticals per year will be sent forward. Of these, at most two full-time sabbaticals can occur in the same semester. The Executive Council shall coordinate the time frame and distribution of overload among Department members.
  3. Other leave proposals will be presented to the Executive Council. Positive recommendations will be processed by the Chairperson to the Dean.
  4. In the event of negative departmental recommendation due to needed revision of the proposal, the chairperson shall prepare suggestions for revisions of the proposal.

The individual must resubmit the revised proposal to the appropriate committee within one week after notification.

5. In the case of an unfavorable leave recommendation, the faculty member requesting the leave may appeal the decision to the appropriate committee. If the appeal is unresolved, the appellant may present it to the Department as a whole which shall make a final settlement on the recommendation.

#### **G. Allocation of assigned space.**

Vacancies in office space are filled primarily as seniority within rank. Faculty who can show need for different office space may request it from the Executive Council. If approved, the suitable office space of the lowest ranking faculty member possible will be utilized. Allocation of all other assigned space is controlled by the Executive Council. Their decision may be appealed by an individual or an area to the whole Department at a Department meeting.

#### **H. Graduate Faculty.**

The Graduate Committee shall oversee the appointment of graduate faculty. The Committee will review the Department members, particularly new members, and recommend graduate faculty appointments to the Executive Council in accordance with Graduate College policy. The Council will forward these approved names to the University Graduate Council.

## **I. Retrenchment Procedures.**

1. When a recommendation for reduction must be made by the Mathematics Department, option a. through g. shall be considered in a departmental meeting called by the Department Chairperson within two weeks of being notified of the need for retrenchment.
  - a. To leave unfilled a vacancy caused by retirement, resignation, or some other form of natural attrition.
  - b. To not reappoint a faculty member serving on a non tenure-track appointment in a regular position.
  - c. The elimination of temporary positions.
  - d. To reconvert graduate assistantships earlier established by the conversion of faculty positions to graduate assistantships for retrenchment purposes.
  - e. To convert graduate assistantships to faculty positions for retrenchment purposes.
  - f. Any other alternative which is available at the time and which does not involve the dismissal of a regularly appointed faculty member, e.g., converting summer or off-campus positions.
  - g. Non-reappointment of non-tenured faculty member serving on a regular appointment. The decision of which position(s) to cut shall be made by the Personnel Committee, based on written criteria adopted by the Department.

The decision of which option(s) a. through g. to apply shall be determined by a majority vote by secret ballot by members of the bargaining unit in the Mathematics Department. If retrenchment remains necessary after a. through g. are exhausted, h. shall be applied.

  - h. Dismissal of a tenured faculty member according to established University policies. The decision of which positions(s) to cut shall be made by the Personnel Committee, based on written criteria adopted by the Department.
2. An individual affected by option g. or h. may appeal within one week the decision to the Department as a whole and the Department shall make a final settlement on the case. All votes will be by secret ballot. Majority of those voting rules.

## **J. Procedures for the Selection of a Statistical Consultant.**

1. Process.
  - a. When a statistical consultant is to be selected, notice of the availability of the position shall be distributed to the departmental faculty at least two weeks before applications are due.
  - b. Faculty who are interested in applying for the position shall submit to the Department Chairperson a written application which outlines their qualifications for the position.
  - c. Applications will be reviewed by the Department Chairperson in consultation with the Executive Council.
  - d. Each qualified applicant will meet with the person or a designee in Computer Services who would be the statistical consultant's immediate supervisor.
  - e. Input from the interviewer in Computer Services will be considered. Selection will be made by the Department Chairperson in consultation with the Executive Council.
2. Qualifications. A consultant should:
  - a. Have knowledge of a wide variety of statistical techniques.
  - b. Have computer background, including familiarity with contemporary statistical packages.
  - c. Be an effective communicator.
  - d. Be a tenure-track faculty member. If no qualified tenure-track faculty member applies for the position, an otherwise qualified non tenure-track faculty member is eligible. If no qualified faculty members apply, the Department Chairperson in consultation with the Executive Council will make a decision on filling the position.
3. Term.
  - a. A consultant will serve a two year term.
  - b. At the end of each two year term a consultant is eligible to reapply for the \* position. The decision on whether to reappoint this person or select another qualified applicant rests with the Department Chairperson in consultation with the Executive Council.

4. Evaluation. For personnel decisions, the individual will be evaluated by the Mathematics Department with input from Computer Services.