

**Bylaws of the Department of Mathematics
Florida State University
Originally Approved by Secret Ballot in 1973
(As amended February 7, 2014)**

These bylaws form an outline of operating procedures for the Department of Mathematics. While final authority in internal department matters is held by the voting membership of the department, certain powers and responsibilities are herein delegated to officers and standing committees. The bylaws cannot cover all situations that may arise in departmental operation. A department can function harmoniously and efficiently only with mutual trust, respect, and responsibility among its members; contingencies not specifically covered in these bylaws should be dealt with by the department, using the spirit of these bylaws as a guide.

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I Membership

A. Membership in the Department of Mathematics shall include

1. department faculty in both professorial ranks (tenure track) and in nonprofessorial ranks (assistant-in-mathematics, associate-in and research associate) and

2. temporary or part-time academic appointees of the department, including those who serve as postdocs, or as teaching or research assistants.
- B. The voting membership of the department shall consist of all department faculty in professorial ranks, excluding visitors.

II Department Meetings

- A. The department shall meet at least once each semester. Department meetings shall be called by the Chair or the Chair's designated representative
1. on the Chair's own initiative,
 2. on the request of the Executive Committee, or
 3. on the written request of five voting members.
- B. The Chair shall normally preside at department meetings. In the absence of the Chair, another voting member designated by the Chair shall preside.
- C. The Chair shall prepare the agenda for each department meeting and distribute copies to the members at least 24 hours prior to the meeting. On the written request of three voting members, the Chair shall place an item on the agenda of the next department meeting.
- D. Department meetings shall be conducted in accordance with Robert's Rules of Order, latest revision, except as otherwise provided in these bylaws.
- E. At the beginning of the fall semester, the Chair shall appoint a Secretary for a one-year term. It shall be the duty of the Secretary to record the minutes of department meetings. In the absence of the Secretary, the Chair shall appoint a voting member of the department to act as secretary. Minutes shall be distributed to all members, and made available to others upon request. Copies shall be kept on file.
- F. A Parliamentarian shall be elected from the voting membership. The duties of the Parliamentarian shall be:
1. To rule on matters of parliamentary procedure at department meetings.
 2. To appoint and chair the Elections Committee.
In the absence of the Parliamentarian, another voting member designated by the Parliamentarian shall serve in that capacity.
- G. Each voting member of the department shall be expected to attend all department meetings. The Secretary shall record in the minutes the names of all voting members absent from each meeting.
- H. Interested persons shall normally be welcome to attend department meetings, but the voting membership may exclude anyone other than a voting member by majority vote. Voting members are accorded the privilege of the floor in department meetings. With the consent of the voting membership, the privilege of the floor may be granted to others.
- I. Half or more of the voting membership of the department shall constitute a quorum at a department meeting.

III Departmental Officers

A The Chair

1. Procedures for Selection

- a. At the beginning of the last year of an incumbent Chair's regular term or upon the Chair becoming vacant from some other cause, the Elections Committee shall initiate the procedure for establishing a nominating committee. The Elections Committee, with the consent of the Dean, shall
 - (i) conduct an election to select a representative group of four faculty members from the department;
 - (ii) request that the Dean appoint a member from outside the department.
- b. As soon as possible, the nominating committee shall propose a nominee, subject to the approval of the voting membership of the department in a poll conducted by secret ballot at least two weeks after the nominee is announced. If two-thirds of the membership approve – or three-fourths if approving a third consecutive term – the committee shall submit the name of the nominee to the Dean for approval and appointment.

2. Term of Office

- a. The Chair's regular term of office shall be three years, normally beginning in August.
- b. An incumbent Chair shall normally serve at most two consecutive regular terms, and is ineligible for renomination and reappointment at the end of three consecutive regular terms. A former Chair is eligible for nomination at the end of any subsequent Chair's regular term.

3. Authorities and Duties of the Chair

The Chair shall provide strong leadership in attaining the objectives of the department and shall guide the department in professional matters. In addition to the duties described below, the Chair shall initiate actions designed to improve the stature and quality of the department and its activities.

- a. The Chair shall serve as the chief administrative officer of the department.
- b. The Chair shall call department meetings and prepare and distribute their agenda. The Chair, or a voting member designated by the Chair, shall preside at department meetings.
- c. The Chair shall appoint any officers deemed necessary for the administration of the department, including the Associate Chair, the Associate Chair for Graduate Studies, the Director of Basic Mathematics and various Area Directors (in accordance with E below), Coordinators and other administrators as needed, and shall assign their duties and announce such appointments to the department.
- d. The Chair shall report regularly and promptly to the Executive Committee and the department all important actions performed in administering department affairs.
- e. In conjunction with the Executive Committee, the Chair shall appoint departmental committees as provided in Section V.
- f. The Chair shall be the principal financial officer of the department, and financial information shall be made available to voting members upon request.
- g. The Chair shall in the spring semester evaluate each faculty member in the professorial ranks, whose line is in the department, in fulfilling professional obligations during the previous calendar year (January 1 through December 31) in accord with the faculty member's assignment of responsibilities.
- h. The Chair with the advice of the Faculty Evaluation Committee, shall make recommendations to the dean regarding the annual salary of each faculty member with lines in the department.
- i. The Chair, with input from the Associate Chair and the Director of Basic Mathematics shall in the spring evaluate each faculty member in the nonprofessorial ranks and make recommendations regarding the annual salary of each.
- j. The Chair, with input from the Associate Chair, and either the appropriate Area Director or the Director of Basic Mathematics, when appropriate, shall be responsible for AOR (Assignment of Responsibilities) for each faculty member whose line is in the department.

- k. The Chair, in conjunction with the Curriculum Committee and other committees, and the Area Directors shall coordinate all facets of the academic programs of the department.
- l. The Chair, or a voting member designated by the Chair, shall represent the department to external officers and bodies.

4. Removal of a Chair from Office

A petition, requesting the chair be removed, needs to be signed by a majority of the voting members of the department and then presented to the Dean. Within two weeks of receiving the petition, the Dean will chair a department meeting to consider the petition. Voting on the petition will be by a secret mail ballot vote. A two-thirds majority is required for removal.

B The Associate Chair

The Associate Chair shall be appointed by the Chair to assist the Chair in the administration of the department, and to

1. serve as a non-voting member of the Executive Committee;
2. serve as Chair of the Curriculum Committee;
3. supervise and coordinate the scheduling of mathematics classes and undergraduate teaching assignments;
4. supervise registration;
5. coordinate the advisement of undergraduate mathematics majors;
6. evaluate transfer credit for the department.

C The Associate Chair for Graduate Studies

The Associate Chair for Graduate Studies shall be appointed by the Chair to assist the Chair, and to

1. serve as a non-voting member of the Executive Committee;
2. serve as Chair of the Graduate Committee;
3. coordinate recruitment, admission, financial aid, advisement and retention of graduate students.

D The Director of Basic Mathematics

The Director of Basic Mathematics shall be appointed by the Chair to assist the Chair, and to

1. serve as a member of the Curriculum Committee;
2. supervise and coordinate the scheduling and staffing of basic mathematics classes;
3. direct graduate assistants in the performance of their teaching duties.

E Area Directors

The Area Directors shall be selected to be mutually agreeable to both the Chair and with the voting members of that area; Areas may append to the bylaws procedures for selecting their area director.

The responsibilities of the area directors are to assist the Chair and to

1. serve on, or send their designates to serve on, the Graduate committee and the Doctoral Qualifying Examination Committee;
2. serve as academic advisors for the graduate students in the their area;
3. advise the Associate Chair on course offerings and staffing in their respective areas.

IV Standing Committees

Each standing committee described herein shall include in the minutes of its meetings all major actions taken and final decisions made. Minutes of standing committees shall be kept on file.

A Executive Committee

1. The Executive Committee shall act as the principal coordinating and policy making body of the department, and shall advise the Chair on general matters. In conjunction with the Chair, the committee shall seek to promote the stature, image, and support of the department, both within the university and on state, regional, and national levels.
2. The voting membership of the committee shall consist of at most 7 members including the Chair, 3 voting members of the department elected, usually in the fall semester, to serve staggered two-year terms and possibly others appointed by the Chair for one-year terms to provide representation for the various research disciplines within the department. The Chair, or a committee member designated by the Chair, shall serve as Chair of the committee. The Associate Chair and the Associate Chair for Graduate Studies serve as non-voting members.
3. The committee shall advise the Chair with respect to the following:
 - a. the allocation of resources, including secretarial help, office space, travel funds, and funds for colloquium speakers;
 - b. the appointment of departmental committees as provided in Section V;
 - c. the determination of graduate course offerings and teaching assignments.
4. The committee shall be charged with the recruitment of new faculty.
5. The committee shall advise the Chair regarding faculty teaching loads, taking into account the evaluations of the Faculty Evaluation Committee.
6. The committee shall formulate a policy for the allocation of summer teaching positions; this policy shall be subject to the approval of the department.
7. The committee shall meet on a regular basis, and a majority of its members shall constitute a quorum.

B Faculty Evaluation Committee

1. The Faculty Evaluation Committee shall evaluate the effectiveness of each faculty member in fulfilling professional obligations. It shall evaluate research, teaching, service, and other professional activities.
2. The membership of the committee shall be determined as follows:
 - a. The Chair of the department shall serve as Chair of the committee.
 - b. Six members from the ranks of professor and associate professor with tenure and lines in the department shall be elected by the voting members with lines in the department; three of these members shall be sequentially elected each year for two-year terms.
 - c. The voting members should elect a committee with a fair representation of the research disciplines within the department.
3. Elections to the Faculty Evaluation Committee shall normally be held at the beginning of the spring semester.
4. The committee serves as an advisory committee to the Promotion and Tenure Committee, and shall be responsible for pre-screening the candidates and for providing specific written recommendations regarding promotion and tenure to the Promotion and Tenure Committee.

5. The committee shall be charged with any required peer evaluation of faculty except for promotion and tenure.
6. Recommendations of the Chair regarding the annual salary of each faculty member shall be presented to the Faculty Evaluation Committee. If the committee disagrees with these recommendations, then it may send separate recommendations to the dean.
7. When a member of the committee is being evaluated, that member shall be absent from the committee's deliberation and voting.
8. The criteria for evaluation and the procedures of the committee, including procedures for appeal of its decisions, shall be ratified by the department; they must conform to the university's and college's principles, practices, and procedures and those specified in the Collective Bargaining Agreement; and they shall be appended to the bylaws.

C The Promotion and Tenure Committee

1. The members of the department with the rank of tenured full professor or tenured associate professor form the department's committee for promotion to associate professor and for tenure.
2. The members of the department with the rank of tenured full professor form the department's committee for promotion to full professor.
3. The Faculty Evaluation Committee serves as an advisory committee to the Promotion and Tenure Committee.

D The Specialized Faculty Evaluation Committee

1. The Specialized Faculty Evaluation Committee shall evaluate the effectiveness of each specialized faculty member in fulfilling professional obligations.
2. The membership of the committee shall be determined as follows:
 - a. The Chair of the department shall serve as Chair of the committee.
 - b. Four members of the specialized faculty shall be determined by a rotation schedule.
 - c. The rotation schedule will be voted upon by the entire membership of the Specialized Faculty.
 - d. The rotation schedule will attempt to fairly represent the diversity of the Specialized Faculty.
3. Changes to the rotation schedule will be voted upon by the entire Specialized Faculty group as needed when the Specialized Faculty membership changes.
4. The committee shall be charged with any required peer evaluation of Specialized Faculty.
5. When a member of the committee is being evaluated, that member shall be absent from the committee's deliberation and voting.
6. The criteria for evaluation and the procedures of the SFEC will conform to the principles, practices, and procedures of the FEC insofar as they are appropriate to the Assignment of Responsibilities for the Specialized Faculty.
7. The SFEC (less the Chair) shall provide an initial assessment of the SF before the Chair's meeting with the SFEC.
8. The Chair shall solicit input from those graduate faculty members who work with the SF for the evaluation of the SF.

E Curriculum Committee

1. The Curriculum Committee shall be responsible for the maintenance and coordination of academic programs and activities of the department.
2. The committee shall consist of at most eight members, determined as follows:
 - a. The Associate Chair shall serve as Chair of the committee;
 - b. the Director of Basic Mathematics shall serve on the committee;
 - c. the Chair shall appoint a graduate teaching assistant and an undergraduate student majoring in the department;
 - d. the Chair may appoint additional voting members to the committee to provide a fair representation of the various department areas.
3. The committee shall periodically review course offerings and degree requirements, making recommendations for changes it deems appropriate. Such changes, as well as those for changes in course content, shall be subject to the approval of the voting membership.
4. The committee shall consider recommendations from members of the department regarding course offerings and degree requirements.
5. The committee shall supervise the administration and evaluation of departmentally administered tests for credit by examination.

F Elections Committee

1. The Elections Committee shall conduct department elections, referenda, polls, and straw votes. The committee shall be responsible for the preparation, distribution, and tabulation of ballots, and for announcement of the results.
2. The committee shall consist of at least three voting members of the department; members shall serve one-year terms.
3. Procedures of the committee concerning conduct of department elections shall be subject to the approval of the voting membership.
4. The committee is responsible for the election of the departmental Faculty Senator.

G Graduate Committee

1. The Graduate Committee is responsible for recruitment, admission, financial aid and retention of graduate students.
2. The committee shall consist of at least five members, determined as follows:
 - a. The Associate Chair for Graduate Studies shall chair the committee.
 - b. The Area Directors shall serve on the committee and coordinate the admission and financial aid for the students in their area.
 - c. the Chair may appoint additional voting members to the committee.
3. The committee is responsible for the advisement of graduate students in conjunction with the Area Directors.

H The Tenure Vote

The members of the department with tenure become a short-lived committee whenever there is a recommendation for tenure from the Faculty Evaluation Committee. Recommendations for tenure shall include a secret ballot poll of the tenured members of the department.

V Other Committees

In conjunction with the Executive Committee, the Chair shall annually appoint a Doctoral Qualifying Examination Committee, a Library Committee, and any additional committees needed to conduct the affairs of the department.

VI Amendments to the Bylaws

Any three voting members of the department may propose an amendment to these bylaws. A proposed amendment must be submitted in writing to the voting membership at least one week prior to the department meeting at which the amendment is discussed. Adoption of a proposed amendment shall require a two-thirds vote. All voting on proposed amendments shall be conducted by secret mail ballot.