

**BY LAWS**  
**Department of Mathematical Sciences**  
**University of Delaware**  
**Approved Feb 22, 2005**

**Amended Nov 15, 2006**

These by-laws are guidelines for the internal operation of the Department. All Departmental decisions must be consistent with University policy.

**Mission Statement**

The mission of the Department of Mathematical Sciences includes:

1. Contributing to the growth of knowledge through a vigorous and varied program of faculty research.
2. Providing quality teaching of mathematics and statistics to a diverse group of students within the University, including
  - a. Undergraduate students in the University;
  - b. Undergraduate mathematics majors and mathematics education majors;
  - c. Graduate students in the University;
  - d. Graduate students within the Department at the Master's and Doctoral levels.

**Departmental Chair**

The Departmental Chair shall be appointed according to the guidelines in the Faculty Handbook. The Chair shall carry out the duties as described in the Faculty and in the Chair's Handbook.

The Departmental Chair (or someone appointed by the Chair) shall preside over meetings of the Departmental Faculty.

The Departmental Chair shall be notified of committee meetings and receive committee reports.

The Associate Chair of the Department is appointed by the Chair. The Associate Chair shall:

1. Schedule and staff courses for all five academic sessions: Number of sections, time of day (and days of week) for sections to meet, assignment of faculty and graduate students, enrollment limits, etc.;
2. Staff continuing education courses;
3. Evaluate transfer of credit requests. This includes transfer students and matriculated students;

4. Approve change of grade forms;
5. Serve as initial contact for most complaints by students/parents regarding faculty course grading, teaching assistants, etc.;
6. Assign graduate students as TAs, graders and/or tutors;
7. Assign graduate students as proctors for Math-114, Math-115, Math-221, Math-201/202 hour exams and finals;
8. Evaluate graduate teaching assistants – twice each semester and once during special session;
9. Maintain final exams and grading records for faculty on leave, past visitors and former graduate students in order to respond to questions from students and parents about grades, (One year statute of limitations.)
10. Recommend, together with Chair of the Department, recipients of the Baxter-Sloyer teaching award – based largely on faculty recommendations and the teaching evaluations referred to in 5 above;
11. Serve on Advisory Committee;
12. Write letters of recommendation for graduate students regarding their teaching capabilities and past assignments;
13. Be available to act for the Chair whenever the Chair is out of town;
14. Perform various ad-hoc duties mutually agreed upon by Chair and Associate Chair.

### **Departmental Faculty**

All full time faculty members, including Instructors, Assistant Professors, Associate Professors, Professors, shall be members of Departmental Faculty. Regular faculty include tenure, tenure-track, and continuing non-tenure track faculty. Only regular faculty are eligible to vote on Departmental policy issues. Temporary faculty may attend and speak at any faculty meeting.

The Departmental Faculty shall meet on the order of once a month during teaching semester, as needed. Special extra meetings shall be called by the Department Chair as needed. The agenda for the meeting shall be prepared by the Chair with input from members of the Departmental Faculty. A quorum for a meeting will be four less than two thirds of the regular faculty (the number four allowing for expected absences on approved leave). For example, with a regular faculty of 31, the quorum would be 17 regular faculty plus the chair.

New items of business may be voted on only if circulated at least 24 hours prior to the meeting.

The faculty shall elect a Returning Officer from the faculty or professional staff or technical staff. Absent faculty may vote via proxy or by absentee or postal vote. Authorizations to proxy voters must be made in writing on electronic or paper media, to the Returning Officer before the meeting. Absentee or postal votes must be written on white paper, sealed in an envelope with the voter's name and delivered to the Returning Officer before the meeting. A secret ballot may be requested by any member of the faculty. After such a request, the Returning Officer will distribute, collect and count the ballot papers. Final actions on any item can be taken by a simple majority of votes from those present, those voting in absentia, and those voting by proxy.

Minutes of faculty meetings shall be kept and distributed to the members of the Departmental Faculty in a timely fashion

### **P & T Committee**

See attachment #1 for the duties and procedures of the committee.

### **Workload Policy**

See attachment #2 for the Department workload policy

### **Advisory Committee**

The Advisory Committee shall consist of the Chair, Associate Chair, the Graduate and Undergraduate Committee Chairs, and three faculty members appointed by the Chair.

### **Other Committees**

Those committees whose membership and selections are not specified herein shall be appointed by the Departmental Chair who will notify the Departmental faculty. For Standing Committees this will generally be done in June preceding the academic year in which the committees will operate. Committees shall maintain minutes and shall report these to Departmental Chair. These should be made available to faculty on request in a timely fashion. The Departmental Chair may delegate certain decision-making powers to these committees but these committees primarily make recommendations to the Departmental Chair and/or Departmental Faculty. Standing Committees are:

#### I. Graduate Studies Committee

(A) The Chair of the Graduate Committee shall be Director of Graduate Studies.  
The Committee shall:

1. Maintain the graduate program including the Ph.D. and Masters programs;
2. Recommend students for fellowships and awards;
3. Take part in graduate recruitment efforts including the recruitment of minority students and meeting visiting undergraduate students;
4. Recommend changes in the graduate programs including the addition of new courses, deletion of courses, etc.;
5. Consider and approve syllabus changes for all graduate courses;
6. Evaluate and approve experimental courses and independent study;
7. Evaluate and recommend students for admission into the graduate program including recommending the type and level of funding;
8. Arrange to conduct workshops for new Teaching Assistants each fall semester;
9. Approve Preliminary and Candidacy Exams and determine the outcome.

#### (B) Director of Graduate Studies

The Director of Graduate Studies shall:

1. Serve as Chair of the Graduate Committee;
2. Submit approved minutes of the Graduate Committee meetings to the Chair of the Department;
3. Advise graduate students on course selections and matters relating to graduate school;
4. Serve on the Advisory Committee;
5. Oversee recruitment of new graduate students including preparation and mailing of advertising materials;
6. Edit the catalog annually;
7. Prepare reports and memos as required by the Graduate Office and Chair including submission of paperwork for changes to the academic program;
8. Plan and oversee new student orientation before the fall semester;
9. Evaluate the progress of graduate students in academic matters and on language tests (for foreign students) and advise the students.

II. Undergraduate Studies Committee

(A) The Chair of the Committee shall be Director of Undergraduate Studies. The Committee shall:

1. Consist of the Director of Undergraduate Studies, the chairs of the Freshman Math and XMS committees and 3 other faculty.
2. Maintain the undergraduate programs, including major and minor programs;
3. Recommend students to receive undergraduate dept. Honors awards/scholarships;
4. Take part in undergraduate recruitment efforts;
5. Recommend changes in undergraduate programs and courses except those listed in sections III and VII, including new courses, deletion of existing courses, etc.;
6. Consider and approve textbook and/or syllabus changes for multi-section courses except those listed in sections III and VII (all those courses which are usually multi-section either in the fall or spring semesters);
7. Consider and approve syllabus changes for all undergraduate courses except those listed in sections III and VII;
8. Consider and approve experimental courses and independent study;
9. Supervise the computer initiative;
10. Advise undergraduate mathematics majors.
11. Arbitrate any conflicting decisions between the Undergraduate Studies Committee, the Freshman Math Committee and the XMS committee.

(B) The Director of Undergraduate Studies shall:

1. Serve as Chair of the Undergraduate Committee;

2. Submit approved minutes of Undergraduate Committee meetings to Chair of the Department;
3. Approve declaration of minors and changes of major on behalf of the Chair of the Department;
4. Serve as or appoint an advisor of Pi Mu Epsilon;
5. Assign advisors to Mathematical Science majors, and change advisors upon request;
6. Conduct advising workshops with the Freshman Advising Committee;
7. Administer credit-by-exam;
8. Edit catalog annually;
9. Write memos to Dean's Office concerning course substitutions, majors check out approvals, etc.;
10. Submit paperwork to College concerning changes in programs, new courses, deletion of courses, etc.;
11. Conduct new major orientation in early September or late August;
12. Serve as resource person/trouble shooter (listed in the catalog and University web pages), answer phone calls, e-mail messages and letters to the Department about undergraduate matters, and counsel students interested in Mathematical Sciences majors;
13. Serve as, or appoint an advisor for the Math Club;
14. Arrange for social events gathering faculty and majors (pizza party before registration period, etc.)
15. Participate and organize participation in University and other recruitment efforts and events;
16. Go through the records of all majors (at least once, at the end of the spring semester), and send letters to those who are not making satisfactory progress;
17. Serve on the Advisory Committee.

### **III Secondary Mathematics Education Committee**

(A) The Chair of the Secondary Mathematics Education Committee shall be the Director of the Secondary Mathematics Education Program. The Committee shall:

1. Consist of the chair, 2 faculty with interests in secondary mathematics education and one additional faculty.
2. Make decisions regarding courses primarily designed for Secondary Mathematics Education students;
3. Make decisions regarding the Secondary Mathematics Education program.
4. Oversee advisement of Secondary Mathematics Education majors.
5. Consider and approve syllabus changes for courses primarily designed Secondary Mathematics Education majors.

(B) Director of Secondary Mathematics Education. The Director of Secondary Mathematics Education shall:

1. Interview students interested in the major, and recommend acceptance to the Director of Undergraduate Studies;

2. Arrange for student teaching for qualified Secondary Mathematics teacher candidates in local schools;
3. Submit approved minutes of the Secondary Mathematics Education Committee to the Chair of the Department and to the Director of Undergraduate Studies.
4. Coordinate secondary teacher supervision;
5. Coordinate NCATE/DOE review for Department;
6. Coordinate Weber Award (to be given every 2 years);
7. Participate in College Secondary Education Coordinators Committee and in UCTE.
8. Serve on the Undergraduate Committee

#### **IV. Computer Committee**

This Committee will work with the departmental systems administrators(s) to make recommendations as to changes and purchases for departmental computing equipment including computer labs/classrooms.

#### **V. Library Liason**

The Library liason shall maintain the reading room and contacts with the University library.

#### **VI. Colloquium Committee**

The Colloquium Committee shall organize and invite speakers for the Department Colloquium.

#### **VII. Freshman Mathematics Committee**

This committee shall address concerns involving all mathematics courses normally taken primarily by freshmen. The chair of the Freshman Mathematics Committee will serve on the Undergraduate Studies Committee. The committee shall consist of the chair and 3 additional faculty together with a faculty from the Associate in Arts program and shall be concerned with :

1. Curriculum design for freshman mathematics including all non-college credit mathematics courses, all one-hundred level mathematics courses, and MATH 221/222.
2. Addition of new courses and deletion of existing courses concerning non-college credit math courses, one-hundred level mathematics courses, and MATH221/222.
3. Approval of experimental courses that are either non-college credit or one-hundred level.
4. Consider and approve textbook changes for all courses that are multi-section in either fall or spring at the 100 level and below, and MATH221/222.
5. Consider and approve syllabus changes for all course at the 100 level and below and MATH221/222.

6. Placement, teaching and assessment methods for the above.