

## AREA CHAIRS

### Department of Mathematics

**AREA CHAIRS:** Area chairs shall be designated in each of the principle active areas of research and educational activity in the department of mathematics. The area chair for the academic year shall be appointed by the department chair after the last area meeting of the spring semester of the previous academic year or for the balance of the academic year when the area chair, for any reason, ceases to serve.

Area chairs are empowered to convene meetings of interested faculty who elect to participate in the discussions and deliberations of area faculty. Department faculty may participate in as many area meetings as necessary to reflect their research and teaching activities and interests. Area chairs may convene meetings to discuss any topics of special interest to the area and any special needs or requirements and to advise the chair on matters of special significance but they are required to conduct several special meetings.

Each semester the area chair shall convene a meeting to schedule and staff graduate courses and undergraduate courses of principle interest to area participants. In these meetings courses will be scheduled two semesters in advance of the courses scheduled and the results must be reported to the director of graduate studies [henceforth the DGS] in advance of the deadline for inclusion of courses and course descriptions in the university catalogue. Generally this work must be completed by the end of April in the spring semester or November in the fall semester but the area chair is responsible for determining the deadline and for scheduling this meeting in good time for successful reporting.

In each fall semester and early in the spring semester, the area chair will convene a series of meetings of area faculty in which area participants will examine and discuss applications for open positions in the mathematics department by mathematicians active in the area. Participating faculty, as well as the area chair, are expected to rank applicants and to advise the Chair and the executive committee of the mathematics department about the quality and availability of applicants. They are to report on applicants in good time, sufficiently early to permit effective consideration of candidates for department positions. Reports on area deliberations concerning applicants for positions who apply for advertised positions are due on a date determined by the Chair. Meetings to discuss recruitment efforts and information concerning potential candidates for positions and recruitment may be held at any time and their results can be reported to the Chair, the executive committee, the strategic hiring committee or any combination of these.

Area chairs are also expected to convene meetings as needed to discuss matters of importance to area curricula. This includes the contents and prerequisites for advanced undergraduate courses, courses that provide an introduction to specialization in the area and graduate courses. Graduate courses which are to be overseen by area faculty in area meetings, possibly through subcommittees appointed by the area chair in consultation with area faculty, include core courses with syllabi corresponding to comprehensive examinations, regularly scheduled advanced courses and topics courses. Area faculty may

also deliberate in meetings convened by the area chair on emendations and additions to the undergraduate major, core and comprehensives and graduate area specialization curricula and to provide advice to the DGS and the Graduate Affairs Committee and the Undergraduate Affairs Committee or to charge them to effect changes.

In addition area chairs may convene meetings to discuss any issues of interest special to the area. Topics may include such matters as library needs, equipment needs, grant applications or grant supported programs, area social events or needs for special leave or travel opportunities or anything of sufficient interest to area faculty.