

**BYLAWS
of the
Mathematics Department
University of Illinois at Urbana/Champaign**

I. Organization and Meetings.

A. The Department of Mathematics is organized with a chairperson (herein called the Department Chair). Under the University Statutes the faculty shall have the power to determine such matters as do not properly come within the supervision of an administrative unit larger than the department. The Department Chair shall be responsible for the formulation and execution of department policies, shall have the power to act independently in such matters as are delegated to the Department Chair by these Bylaws or by the Executive Committee, shall collaborate with the Executive Committee in the preparation of the budget and be responsible for the expenditures of departmental funds for the purposes approved by the Executive Committee, and together with the Executive Committee, shall be responsible for the organization and quality of the work of the department. The Department Chair shall recognize the individual responsibility of members of the department for the discharge of their duties. It is expected that no individual will serve more than five consecutive years as Department Chair.

B. The department faculty is defined, as in the University Statutes, Article II, Section 3.a, to consist of those members of the academic staff with the rank or title in the Department of Mathematics of "professor", "associate professor", or "assistant professor" who are tenured or receiving probationary credit toward tenure. Department faculty with voting privileges are those department faculty defined above who have at least a half-time academic appointment in the department. Only department faculty with voting privileges may cast ballots at department faculty meetings, vote in elections for committee positions, sign nomination petitions, petitions to call departmental meetings, and petitions to amend these bylaws.

There shall be a regular general meeting of the department faculty in each of the fall and spring semesters, organized by the Executive Committee. Additional meetings may be called by the Department Chair or by the Executive Committee, or shall be convened by the Executive Committee upon receipt of a written petition from at least ten members of the department faculty with voting privileges. A quorum shall consist of one-third of the department faculty with voting privileges.

C. The Executive Committee shall arrange for minutes of each department meeting to be taken and these minutes shall be published as soon as possible after the meeting. After taking proposed corrections into account, the Executive Committee shall publish corrected minutes of the meeting; these corrected minutes shall be presented for approval at the next department meeting and shall, after approval, become the official record of the meeting. A file of all such minutes shall be available in the department office for inspection by any member of the department faculty. A notice of each regular meeting shall be published with a tentative agenda at least two weeks before the meeting. Any group of three department faculty with voting privileges may add agenda items up to one week before the meeting; a final agenda for the meeting shall be published one week before the meeting. For any other department meeting, a notice of the meeting and an agenda shall be published as early as practicable.

II. Departmental Committees.

A. The department shall have the following seven Standing Committees: an Executive Committee, a Grievance Committee, a Capricious Grading Committee, an Academic Disciplinary Committee, a Promotion and Tenure Committee, an Undergraduate Affairs Committee, and a Graduate Affairs Committee. The Department Chair, with the Executive Committee, may establish such other committees as are desirable and may delegate to them responsibilities not assigned in these Bylaws to the seven standing committees named above. These other departmental committees may be elected or appointed at the discretion of the Department Chair with the Executive Committee. In addition, an ad hoc committee may be established at a department meeting by a majority vote of those department faculty with voting privileges that are present. Departmental committees shall, where appropriate, make recommendations to the department faculty or the Department Chair and Executive Committee.

B. Regular elections for elective committee vacancies shall be held in the spring semester; regularly elected committee members shall take office at the beginning of the fall semester. Any vacancy in an elected position on a committee which occurs during the year shall be filled promptly by a special election. All elections shall be conducted by the Executive Committee. Except as specifically mentioned in these Bylaws, votes in elections for committee positions may be cast only by the department faculty with voting privileges and shall be cast by secret ballot. Candidates for elected committee positions shall be nominated by petition signed by at least three department faculty with voting privileges, and shall indicate their willingness to serve. In the exceptional situation that the number of nominees by petition does not exceed the number of vacancies for a given office, then the Executive Committee shall make enough additional nominations so that the number of candidates for that office is one more than the number of vacancies. The Executive Committee shall publish and place in the Procedures Manual a statement of elections procedures, including methods for making additional nominations in case an insufficient number of candidates is nominated by petition.

C. Appointments to the Promotion and Tenure Committee shall normally be made during the spring semester, with terms beginning upon appointment. Appointments to other committees shall normally be made in the spring semester, with terms beginning at the start of the next fall semester. Any vacancy that occurs in an appointed committee position shall be promptly filled by appointment. All committee appointments shall be made by the Department Chair with the Executive Committee.

D. The Department Chair shall not be eligible for election to membership in any of the standing committees named in paragraph II.(A.) above. No one may serve simultaneously on two or more of the following committees: Executive Committee, Grievance Committee, Promotion and Tenure Committee. For the purposes of this restriction the terms of the Promotion and Tenure Committee shall be considered to begin in the Fall semester following appointment, for those people who are appointed during the Spring semester. No one may serve consecutive full terms on any one of the seven departmental committees mentioned in paragraph II.(A.) above, unless serving an ex officio term.

E. Each departmental committee shall keep minutes of its meetings, of its actions, and of the issues it considers. It shall publish and keep up to date a statement of procedures which shall be placed in the Procedures Manual. It shall issue a written report to the department faculty at least once each academic year. Copies of these minutes, records, statements and reports shall be kept available in the department office and in the Mathematics Library for inspection by any member of the department faculty.

Each departmental committee shall give notice to all department faculty of its meetings and agendas in as full and timely a way as practicable. Where appropriate, advice and information should be sought on all matters from the department faculty. Unless personnel matters or other matters concerning the privacy of an individual are being considered, all meetings of all departmental committees shall be open to attendance by the department faculty.

III. Executive Committee.

A. The Executive Committee shall have six elected department members who are department faculty with voting privileges, each serving a two year term. Terms shall be staggered so that three terms begin at the start of each academic year. In addition the Department Chair shall be a voting ex officio member and Chair of the Committee. The Committee shall elect one of its elected members Secretary of the Committee.

B. Duties of the Committee.

- (1) The Executive Committee shall work with the Department Chair on all matters concerning the department. The Executive Committee and the Department Chair shall be responsible for the preparation of the budget and for such matters as may be delegated to them by the department faculty in meetings or in these Bylaws. It shall coordinate reports and recommendations from department committees and shall consider any matter brought before it by any member of the department. In particular, this Committee shall consult with the Department Chair regarding any changes which the Department Chair wishes to make in the recommendation of other departmental committees.
- (2) It shall oversee adherence to these Bylaws. If in its judgment any provision of the Bylaws is violated, it shall take appropriate action.
- (3) It shall act as the departmental Committee on Committees. In making its recommendations for committee appointments it shall consider the need for widespread participation by department faculty on all policy-making committees.
- (4) It shall oversee departmental elections and shall organize meetings of the department, as discussed in sections I and II.
- (5) It shall present a report to the department faculty near the beginning of each academic year on the general state of the department's affairs, including a report of the financial situation of the department and a budget for the coming year, and shall inform the department of significant changes during the year.
- (6) It shall act as a hiring and recruitment committee, consulting with the department faculty and working through such search committees as it and the Department Chair shall deem useful.
- (7) The Chair and Executive Committee shall be responsible for determining the

annual salary of each person with an appointment in the department except that the individual members of the committee shall not participate in the determination of their own salaries. Early in the first semester of each academic year they shall publish a statement of the procedures they will follow in setting these salaries; a copy of these procedures shall be given to all persons with an appointment in the department and shall be placed in the Procedures Manual. In making decisions about an individual's salary, the Chair and Executive Committee shall consider any information which is provided to them by the individual as well as any other information regarding the individual's performance of academic and professional duties as they deem appropriate. Such other information shall be made known to the individual upon request to the Chair.

- (8) The Chair and Executive Committee shall attempt to identify problems and needs of the department as early as possible, concerning any aspect of the department's activities, shall formulate them as fully and clearly as possible, and shall develop possible actions or policies for consideration where appropriate by the department faculty. When considering matters which are within the scope of another department committee, they shall work in concert with that committee and shall give its recommendations in writing to that committee for consideration.

IV. Promotion and Tenure Committee.

A. The Promotion and Tenure Committee shall have ten appointed members, who shall be tenured members of the department faculty with voting privileges. Each appointed member shall serve a two year term, with five new members appointed annually by the Department Chair with the Executive Committee. The Department Chair shall be a voting ex officio member of the Committee.

B. The duties of the Promotion and Tenure Committee are as follows:

- (1) It shall elect its own Chair by secret ballot and shall determine its own procedures.
- (2) It shall annually give to the Department Chair and to the Executive Committee, in writing, the names of persons it recommends for promotion, for tenure, and for terminal appointments. Any member of the department faculty may make recommendations to the Committee on these matters, and the Committee shall consider all such recommendations. The Committee shall review annually the progress of all candidates for promotion or tenure. It may make written comments to the Department Chair on the progress of individuals, for transmission by the Department Chair to the person concerned.
- (3) It shall review any proposed new appointment with tenure before an offer is made.
- (4) In making its recommendations, the Committee shall consider the current statement on Promotion and Tenure Policies of the College of Liberal Arts and Sciences.

V. Grievance Committee.

A. The Grievance Committee shall consist of four elected department faculty with voting privileges, each serving a two year term. Terms shall be staggered so that two terms begin at the start of each academic year. The Committee shall elect its own Chair and shall determine its own procedures.

B. The Grievance Committee shall hear any grievance which may be presented by any person or group of persons with academic appointment in the department. When presented with a grievance, the Committee shall make a preliminary determination whether or not the matter is within its scope; it shall report this determination in writing to the grievant. If its decision is that the grievance does not fall within the scope of the Committee, then it shall give its reason for this decision to the grievant in writing.

If a grievance is judged by the Committee to be within its scope, the Committee shall make a confidential investigation. The Committee may attempt to remedy the grievance. It may conclude that an administrative action should be taken or rescinded. It shall notify the grievant in writing of its decisions concerning the grievance and its reasons for these decisions. If the Committee concludes that some action to ameliorate a grievance is justified, then it shall notify in writing the grievant, the Department Chair and the Executive Committee, and any other affected persons of its conclusions and its reasons for them. Whenever necessary to its handling of a grievance, the Committee shall communicate with appropriate University officials.

C. The Committee shall publish a summary of its handling of each grievance which is presented to it, including a general statement of actions taken and decisions made by the Committee and its reasons for them. This summary shall be presented in such a way as to preserve the confidentiality of the grievance and the privacy of the grievant and other affected individuals. The purpose of such summaries is to provide information to the department and to future Grievance Committees regarding the nature of grievances which have been considered, regarding the decisions and actions which have been taken, and the reasons and principles on which such actions and decisions have been based. If the Grievance Committee believes that no such summary can be published without breaching confidentiality or privacy, then it shall publish a statement to this effect rather than a summary.

VI. Capricious Grading Committee.

A. The Capricious Grading Committee shall consist of three elected department faculty with voting privileges, of whom no more than two may be at the rank of Professor, and two graduate teaching assistants, each serving a two year term. Terms shall be staggered so that either one or two faculty terms and one graduate teaching assistant term begin at the start of each academic year. The members of this Committee shall be elected at the regular spring semester departmental election. The faculty members of this Committee shall be elected by vote of the department faculty with voting privileges while the graduate assistant members of the Committee shall be elected by vote of those graduate teaching assistants who have a teaching appointment at the time when the election is held. The Committee shall elect one of its faculty members as Chair.

B. The Committee shall hear all capricious grading appeals which are brought in accordance with the procedures described in the Code on Campus Affairs and Regulations Applying to All Students and shall follow these rules on all matters before the Committee.

C. The members of the Capricious Grading Committee may be asked to serve on the Academic Disciplinary Committee.

VII. Academic Disciplinary Committee.

A. The Academic Disciplinary Committee shall consist of three department faculty with voting privileges, of whom no more than two may be at the rank of Professor, two graduate teaching assistants, and one undergraduate student. The faculty members and graduate students will serve two-year terms, and the undergraduate student a one-year term. Terms shall be staggered so that either one or two faculty terms and one graduate teaching assistant term begin at the start of each academic year. The members of this Committee shall be appointed by the Department Chair with the Executive Committee. The Committee shall elect one of its faculty members as Chair.

B. The Committee shall hear all appeals of academic integrity charges that are brought in accordance with the procedures described in Article 1 Part 4 of the Code on Campus Affairs and Regulations Applying to All Students and that according to those procedures must be decided within the department.

VIII. Undergraduate Affairs Committee.

A. The Undergraduate Affairs Committee shall have eight members. These shall include four members of the department faculty and instructional staff, at least three of whom must have voting privileges, each serving two year terms, one undergraduate student serving a one year term, and one graduate teaching assistant serving a one year term. These members of the committee shall be appointed by the Department Chair in consultation with the Executive Committee. In addition, the principal administrator of the undergraduate program shall be a voting ex officio member, and the Department Chair or the Department Chair's designated representative shall be a non-voting member.

B. The Committee shall serve as an educational policy committee for the undergraduate mathematics program of the department, making recommendations where appropriate to the department faculty or the Department Chair and the Executive Committee. Its principal concern shall be the content, organization and quality of the undergraduate courses and curricula. In addition, it shall serve as an oversight and advisory committee for the undergraduate advising, honors, extension, and correspondence course programs; and it may consider other matters which pertain to undergraduate affairs. The Committee shall coordinate its functions with other committees having overlapping functions; for example there should be collaboration with the Graduate Affairs Committee when considering undergraduate courses which have a significant enrollment of mathematics graduate students.

IX. Graduate Affairs Committee.

A. The Graduate Affairs Committee shall have seven members. These shall consist of four members of the department faculty with voting privileges, and two mathematics graduate students each serving a one year term. These members of the Committee shall be appointed by the Department Chair with the Executive Committee. In addition, the Director of Graduate Studies shall be a voting ex officio member.

B. The Committee shall consider all matters concerning the graduate program, making recommendations where appropriate to the department faculty or to the Department Chair and the Executive Committee. Matters of concern to the Committee shall include, but not be limited to, the size and distribution of the graduate student body, criteria for admission and allocation of fellowships and assistantships, programs of study, policy regarding availability and staffing of graduate courses, graduate examinations, criteria or retention of students and renewal of support, counseling and advising of students, requirements for degrees, and interdisciplinary graduate programs.

X. Procedures Manual.

The Executive Committee shall oversee the maintenance of a Procedures Manual covering all operations of the department. This Manual shall be kept in the department office, accessible to any member of the department faculty, and in the Mathematics Library. The Manual shall contain the Departmental Bylaws and all procedures adopted by the standing committees. Other items to be included in this Manual shall include, but not be limited to, procedures used for teaching assignments, committee assignments, allocations of computing equipment and services, office space assignments, and administrative matters (typing and copying, office equipment and supplies, telephone and mail service, classroom and conference room reservations, reimbursable expenses, colloquium invitations, seminar notices and the like).

XI. Amending the Bylaws.

Amendments to these Bylaws may be proposed by petition signed by ten department faculty with voting privileges and presented to the Department Chair. When such a petition is submitted, the Department Chair shall circulate any proposed amendments to all department faculty with voting privileges at least two weeks before the department meeting at which they will be discussed. Voting will take place following discussion, either at the department meeting or later by referendum. The decision on voting venue will be made by majority vote by voting members of the department attending the meeting. Amendments will be adopted if they are approved by at least three fifths of votes cast by department faculty with voting privileges, provided that the number of votes approving the amendment is at least one third of the total number of department faculty with voting privileges.

XII. Implementation of these Bylaws.

Adoption of these Bylaws shall follow the same procedure as for amending the Bylaws which are presently in force. Action may be taken at a department meeting for which at least two weeks notice has been given. Adoption shall require the approval of at least three fifths of the department members present and voting, provided that the number of votes approving adoption is at least one third of the total department membership.

Provisions of these Bylaws shall go into effect immediately upon adoption. All members of existing committees shall complete their terms of membership. The current Advisory Committee shall become the Executive Committee.

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History

These Bylaws for the Chair/Executive Committee form of governance were adopted at a department meeting on April 5, 1988. (They had been provisionally adopted, in slightly different form, on December 8, 1987. The Department changed to Chair/Executive Committee governance on March 10, 1988 following action by the Board of Trustees.) 4/5/88.