Department of Mathematics
Committee Structure
(Endorsed by Department Council, April 2015)

**Department Council:** [Source: Department Council Bylaws]
(1) The purpose of the Council shall be to advise the Department Chair, to assist in the formulation of Departmental policy, and to exercise legislative authority for the Department except as specified by the Department Bylaws. (2) The Council shall concern itself with the life of the Department, help define objectives of the Department, and help shape the Department life toward the fulfilling of these objectives. In particular, the Council shall concern itself with academic advisement, budget, curriculum, staff assignments, student-faculty relations, testing programs, and undergraduate and graduate programs. Membership of this committee consists of six elected members, up to one undergraduate major and one graduate student member, and the Department Chair.

**DFSC (Department Faculty Status Committee):** [Source: Department ASPT Policies]
Responsibilities of the DFSC for review of Departmental faculty: (1) The DFSC shall conduct pre-tenure reappointment reviews. (2) The DFSC shall conduct the annual performance evaluations of faculty. Performance evaluations shall be used for determining the amount of performance-evaluated salary increments to be awarded for the coming year. The annual letter of evaluation shall provide an assessment of the faculty member’s strengths and weaknesses, and when appropriate, progress toward the achievement of tenure and/or promotion. (3) The DFSC shall conduct yearly formative appraisals of progress toward tenure and/or promotion for all faculty not yet tenured. Formative appraisals are non-recorded discussions between the DFSC and an individual faculty member regarding progress toward tenure and/or promotion. Formative appraisals provide the opportunity to communicate the strengths as well as weaknesses of a faculty member’s professional activities in an informal context. (4) The DFSC shall conduct summative reviews of a faculty member’s professional activities for purposes of formulating recommendations for promotion or tenure, for completion of post-tenure review, and for dismissal. (5) The remaining members of the DFSC shall conduct the appropriate reviews of members of the DFSC. The member under review shall be absent during the review process.

Other responsibilities of the DFSC: (1) The DFSC shall be responsible for making recommendations regarding faculty contracts and appointments, for reappointment and non-reappointment, for performance evaluation, for salary adjustments, for nomination to the graduate faculty, and for promotion, tenure, and dismissal. (2) The DFSC shall report annually its recommendations regarding performance evaluations, promotions, and tenure to the CFSC in accordance with University ASPT policies. (3) It is the responsibility of the DFSC to review annually the policies and procedures for the DFSC, solicit suggestions for change from the Department faculty, formulate recommendations, and submit in writing with rationale to the faculty for approval. Approval requires a positive vote by a majority of the faculty. (4) It is the responsibility of the DFSC to analyze the staffing needs of the Department and to make recommendations as to the priorities for new appointments. The tenured and tenure-eligible faculty should discuss these recommendations. As a result of these discussions the DFSC shall determine the
priorities for new appointments. Membership of this committee is determined by the Department’s ASPT policies, but currently consists of three elected tenured/tenure-track faculty together with the Department Chair.

Curricular/Program Committees

Department Curriculum Committee: This committee concerns itself with all proposals that affect change in both the undergraduate and graduate mathematics curricula. This includes reviewing and makes relevant recommendations to the Department Council on proposals for new programs, new majors, new sequences within existing majors, or new courses; reviewing and making recommendations on proposals to change existing majors, sequences, minors, or courses offered by the Mathematics Department; reviewing and responding to changes proposed by other programs that either affect programs offered by the Mathematics Department or require a review of the resources the Department would have to commit for such a change. This committee is also responsible for the assessment of the Undergraduate Programs using the guidelines given in the Department’s Undergraduate Assessment Plan. Membership of this committee consists of a Curriculum Committee Chair, two representatives from Mathematics Education, two representatives from Mathematics, and one representative from Actuarial Science or Statistics, together with the Department Chair.

Ph.D. Committee: This committee is charged with oversight of the Ph.D. Program in Mathematics Education and to interact with the Mathematics Department Chairperson and with other Departmental committees on matters relevant to that program. This responsibility shall include but is not limited to setting policy and guidelines for the program and the courses within that program, assisting faculty teaching graduate courses, and providing direction and assistance to the Director in such areas as admission, advisement (including courses and other experiences), yearly reviews of students, doctoral assistant assignments, qualifying examinations, and dissertations. It is the responsibility of the Director to carry out the policies and guidelines as established by the Ph.D. Committee. Membership of the Ph.D. Committee shall consist of the Ph.D. Director, the Graduate Director and four other faculty members from the Mathematics Education group.

Masters Committee: This committee is charged with oversight of the Masters Program in Mathematics and to interact with the Mathematics Department Chairperson and with other Departmental committees on matters relevant to that program. This responsibility shall include but is not limited to setting policy and guidelines for the program and the courses within that program, assisting faculty teaching graduate courses, and providing direction and assistance to the Director in such areas as advisement (including courses and other experiences), yearly reviews of students, masters assistant assignments, qualifying examinations, and theses. The Committee shall also assist the Director with the admission of graduate students to the programs. It is the responsibility of the Director to carry out the policies and guidelines as established by the Masters Committee. Membership of the Masters Committee shall consist of the Graduate Director, the Ph.D. Director, the Undergraduate Director, the Chair of the Department Curriculum
Committee, and three faculty members representing each of the areas: Mathematics, Mathematics Education, and Actuarial Science/Statistics.

Actuarial Committee: This committee is an advisory committee to the Actuarial Science Program Director. This committee is charged with making recommendations to the Actuarial Science Program Director regarding curriculum, recruitment, scholarship awards, events for actuarial students, and relations with the actuarial community. This committee will be chaired by the Actuarial Director. Membership of this committee shall consist of the Actuarial Science Faculty, the Graduate Director, and two members from Statistics group.

Mathematics/Statistics Sequences Committee: This committee is charged with assessing the needs and curriculum of the Mathematics and/or Statistics sequences and communicating those needs to the Department. This committee will meet as necessary to discuss issues pertaining to the Mathematics Sequence of the Mathematics Major. This committee will meet as needed and shall consist of interested faculty members.

Mathematics Teacher Education Committee (Secondary): This committee is charged with overseeing the Mathematics Teacher Education Sequence of the Mathematics major, assessing the needs of this sequence and making recommendations to the Department. This committee is responsible for aligning courses to required standards, gathering data for annual state reviews as well as CAEP reviews, implementing new teacher education requirements, and monitoring the progress of MTE majors through clinical and student teaching experiences. This committee assigns faculty members to master’s candidates in the mathematics sequence who opt to complete a culminating project focused on secondary mathematics education. Membership shall consist of the Mathematics Secondary Education Faculty together with the Undergraduate Director and possibly one member of the Mathematics group.

Mathematics Teacher Education Committee (Elementary/Middle): This committee is charged with overseeing the mathematics education courses for undergraduate students enrolled in elementary teacher education and middle level education programs and communicating with College of Education colleagues about issues related to the mathematical education of students in those programs. This committee is also responsible for assigning project advisors to master’s candidates in the K-8 mathematics sequence and consulting with the Graduate Director about requirements of that sequence. Membership shall consist of the Mathematics Middle Level and Elementary Education Faculty together with the Undergraduate Director and possibly one member of the Mathematics group.

Biomathematics Committee: This committee is charged with assessing the needs and curriculum of the Biomathematics program, looking for ways to expand this program, including ways to find funding for this program, and working with members of the Department to facilitate meeting the needs of this program. This committee will meet as needed and shall consist of interested faculty members.
Other Committees/Positions

Department Website Committee: This committee is charged with the ongoing responsibility of assessing the Department’s Website and online presence, including copy and structure, course pages, etc., and communicating those changes/updates to the Department’s Administrative Aide. Membership shall consist of 3-4 interested faculty members as appointed by the Department Chair.

Library Liaison: This person, appointed by the Department Chair, is responsible for communication with the mathematics subject librarian, making recommendations to our university library on the acquisition of appropriate library materials, and working with others in the Department in deciding how the best meet Departmental needs given any budget constraints that exist.

CAS-IT Liaison: This person, appointed by the Department Chair, is responsible for making recommendations to CAS-IT about our computing/technology needs, and making recommendations to either the Department Council, the Department Chairperson, or both, as appropriate.

Learning Technologies Committee: This committee is charged with researching and assessing technological tools that would enhance both the learning and research opportunities of the Department. This could include hardware or software that this committee would deem appropriate for the Department’s needs, and making recommendations to the Department Council, the Department Chairperson, and/or the Associate Chairperson as appropriate. Membership shall consist of 3-4 interested faculty members as appointed by the Department Chair.

Student Life Committee: This committee is charged with overseeing activities that primarily involve undergraduate or graduate students such as soliciting applications for and awarding scholarships, participation in the Putnam exam competition, mathematics extracurricular events for undergraduate majors and minors, and Mathematics Awareness Month. Membership shall consist of three interested faculty members as appointed by the Department Chair.

Departmental Events Committee: This committee is charged with overseeing activities that primarily involve faculty and staff, such as retirement banquets, annual picnic, a Departmental awards ceremony, and developing and maintaining relations with alumni and retirees. Membership shall consist of three interested faculty as appointed by the Chair.

Colloquium Committee: This committee is charged with organizing various department colloquia series, including inviting speakers, ensuring appropriate funding, arranging appropriate social events, etc. to better utilize the Department’s resources for this activity and to promote scholarship. Membership shall consist of three faculty members, one from
Mathematics, one from Mathematics Education and one from Actuarial Science/Statistics, as appointed by the Department Chair.

Mathematics-Themed Living Learning Community Mentor: This person, appointed by the Department Chair, is charged with being a faculty mentor for Themed Living Learning Communities determined by University Housing. This includes having a presence on the Mathematics-Themed Living Learning Community and creating appropriate events for those students.