

**DEPARTMENT OF MATHEMATICS  
ILLINOIS STATE UNIVERSITY**

**APPOINTMENT, SALARY, PROMOTION, AND TENURE POLICIES  
for Calendar Year 2017**

**I. DEPARTMENT OF MATHEMATICS MISSION STATEMENT**

The mission of the Department of Mathematics at Illinois State University is to:

- a) provide a supportive environment for the learning of mathematics;
- b) provide the opportunity for mathematics and mathematics education majors to receive a high-quality undergraduate education;
- c) provide the opportunity for students from other disciplines to learn mathematics and its applications;
- d) provide the opportunity for high-quality graduate education through our master's and doctoral programs;
- e) contribute to the development and growth of mathematical sciences and mathematics education through research and scholarship;
- f) prepare high-quality elementary, middle school, secondary, and post-secondary mathematics teachers;
- g) contribute to the improvement of the teaching and learning of mathematics in schools and other educational institutions; and
- h) promote an understanding of the contributions mathematics has made to society through outreach and service to the community.

This mission statement underlies the Department's commitment to teaching its discipline, to teaching teachers of its discipline, and to scholarly activities and public service in its discipline.

**II. CONTEXT FOR DEPARTMENTAL GUIDELINES**

These guidelines are supplementary to the University and College of Arts and Sciences guidelines and must be viewed within that context. The booklet, which contains the Faculty Appointment Salary Promotion and Tenure Policies Effective January 1, 2012 for tenure track faculty will hereafter be referred to as FASPT17.

**III. SELECTION, ORGANIZATION, AND RESPONSIBILITIES OF DFSC**

**A. Composition of the Committee**

The DFSC shall be composed of four faculty members (See FASPT17 p.1 for definition.) including the Chairperson of the Department, who shall serve as chairperson of the DFSC. The majority of the elected members of the committee must be tenured.

The term of office for elected members shall be staggered two-year terms beginning August 15, or in the case of filling a vacancy created by a resignation, the term of office shall be the rest of the term beginning at the time of the election. No person whose

election would result in his/her serving more than four consecutive academic years is eligible for election. Faculty who are on leave cannot serve on the DFSC during the time of their leave. Elected faculty who would come up for tenure during their term of office are not eligible to serve.

## **B. Procedures for Selection of Members**

The election of DFSC members shall be held at a Department meeting before May 1 of each year or at an appropriate time in the case of filling a vacancy created by a resignation.

At least two weeks before an election the Department Council shall nominate at least two persons for each vacancy. Additional nominations may be made from the floor at the time of the election. When more than one vacancy occurs, these vacancies shall be filled by separate elections. Voting shall be by secret ballot with a majority of the votes cast required for election. If after one balloting a person is not elected, the candidate receiving the fewest number of votes shall be removed from consideration and a second balloting shall follow. If a tie results for the fewest number, the ballot shall be recast. This procedure shall continue until a candidate has been elected. The Chairperson shall appoint tellers for the election. There shall be no absentee ballots.

## **C. Responsibilities of the DFSC for review of Departmental faculty**

1. The DFSC shall conduct pre-tenure reappointment reviews.
2. The DFSC shall conduct mid-probationary reviews of pre-tenure faculty as a formative review of a faculty member's progress toward tenure.
3. 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 (See V) shall provide an assessment of the faculty member's strengths and weaknesses, and when appropriate, progress toward the achievement of tenure and/or promotion.
4. 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.
5. 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.

6. 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.

**D. 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 by March 31 of each year to review the policies and procedures for the DFSC based on that academic year's work and informal faculty input, in order to identify areas that may need updating either immediately or during a five year cycle. At least every five years, the DFSC shall formally invite input from Departmental faculty at a Department meeting regarding recommended revision to these policies and procedures. The DFSC shall deliberate on any feedback they have received either through the informal or formal input described above. When the DFSC deems it appropriate, they may then 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.

**IV. APPOINTMENT POLICIES (FASPT17 pp. 21-22)**

Once a search for a tenure-track position is authorized, the DFSC will select a Chair of the Search Committee for this position. The Chair of the Search Committee could be a member of the DFSC, if appropriate. Once a Chair of the Search Committee is decided upon, that Chair will propose a Search Committee of at least four faculty, including the Chair of the committee, one member of which must be outside the area of specialty being searched for. Normally, the Chair of the Search Committee and the majority of members of this committee shall be from the area of specialty being searched for or a closely related area. Ordinarily, no more than one DFSC member should be on the Search Committee. One additional non-faculty member may be appointed in addition to the above chosen faculty at the discretion of the Search Committee Chair and the DFSC. The DFSC would then have to approve this proposed Search Committee. Once this is done, the Search Committee is then constituted.

The Department Chairperson is responsible for advertising tenure track positions to be filled in accordance with University policy. Faculty members are encouraged to invite qualified persons of diverse backgrounds and experiences to apply for these positions.

The DFSC or DFSC-appointed Search Committee will examine the credentials of all applicants. With the input of the faculty, the DFSC or the DFSC-appointed Search Committee will determine the candidates to be considered for interviews. All faculty in the Department will be provided an opportunity to examine the credentials of these candidates. Any selected candidates will be invited to campus and an itinerary will be planned for them that will allow several opportunities for the faculty to meet the candidate.

The DFSC shall invite Department input and decide on the candidate to whom an offer should be made, if any.

Recommendations for the initial appointment of faculty shall have the written approval of the Department Chairperson, a majority of the faculty DFSC members, and a majority of the tenured members of the Department. The documents which are relevant to the recommendation will be made available to all tenured faculty members of the Department.

#### **V. FACULTY ASSIGNMENTS (FASPT17 p. 22-24)**

The Department Chairperson shall communicate to each faculty member in writing his or her assignments for the academic year. Such assignments will typically be communicated by July 1 and ordinarily will indicate the number of courses the faculty member is expected to teach as well as any time assigned for research or other significant activities. (If specific course assignments are available for fall and/or spring, they will be included.)

Faculty assignments will be made in furtherance of University and Department goals. Because the Department expects consistent high-quality performance in teaching, scholarship, and service from all faculty, assignments will be designed to enhance faculty contributions in all three areas. Recognizing that members of the Department have strengths and weaknesses in different areas, the assignments will also attempt to strike a balance between individual strengths and Departmental needs.

On rare occasions, current or incoming faculty members may be assigned responsibilities outside the usual faculty role, such as administrative responsibility for a specific program. In these cases documentation, including letters from the Chairperson and the Dean of CAS, will be provided clearly identifying the responsibilities and performance expectations for the faculty member. These performance expectations must satisfy the minimum college expectations for teaching, research and service but may differ from the usual expectations for faculty in the Department of Mathematics. These expectations will be used in all performance evaluations including those for tenure and promotion.

In conjunction with the preparation of a faculty member's annual assignment letter, the Chairperson in consultation with the DFSC shall review the research productivity of the faculty member to determine whether reassigned time for research is justified. For probationary faculty, reassigned time for research will be granted during the first three years at ISU. Unless

there are mitigating circumstances, for tenured faculty and for probationary faculty who have been at ISU more than three years, research productivity at a rate commensurate with that required to attain tenure is expected in order to receive reassigned time for research.

## **VI. PROFESSIONAL PERFORMANCE EVALUATION POLICIES (FASPT17 pp. 24-25, Appendix 2)**

### **A. General Comments**

The continued growth and development of Illinois State University depends upon the continued growth and development of its individual faculty members. Such growth can be assured only if the reward system is consonant with those factors which contribute to the stature of the University. A fair reward system is one in which performance is measured in relation to stated University and Department goals by department peers and accountable administrative faculty most nearly in positions to make professional judgments.

The Mathematics Department seeks to attract and retain highly qualified faculty with strengths in areas needed to carry out its mission. It attempts to assign faculty to responsibilities commensurate with their qualifications and conducive to their intellectual growth. It *expects* high quality performance from each faculty member and attempts to reward faculty both for their performance and for the growth that helps ensure continued quality performance. An integral part of the reward structure is an annual review of the professional performance of each faculty member.

In conducting such reviews, the DFSC shall take into consideration the particular assignment provided to each faculty member by the chairperson. The primary principle guiding the DFSC's performance evaluation shall be the quality of work produced. While focusing on the activities of the preceding year, the performance evaluation will also consider the long-term contributions and accomplishments of the faculty member. The evaluation will be a qualitative evaluation, based on a holistic assessment of the professional achievements reported by each faculty member.

To assist the DFSC in its annual performance evaluation of the faculty, each faculty member shall submit a narrative of up to two pages summarizing his or her accomplishments of the prior year, appropriate evidence of these accomplishments, as well as a completed Faculty Productivity Report provided by the College. Faculty are encouraged to refer to current DFSC Policies and CFSC standards as well as the University ASPT Policies concerning expectations in the areas of teaching, service, and scholarship.

Faculty members are expected to report scholarly, teaching, and service activities as follows: papers are to be reported when accepted, books, book chapters, and monographs when published\*, projects and grants in the years in which they are funded. Work related to teaching and work on committees or other service activities falling across reporting

years should be reported as it occurs on a year-by-year basis. There should also be reporting of work in progress.

\*NOTE: In the year in which a faculty member is to be considered for tenure, books, book chapters, and monographs which have been accepted as defined in VIII.1. should be reported.

## **B. Criteria and Standards of Performance**

It is recognized that persons differ in their abilities and in the kinds of contributions they choose or are assigned to make to the University. The criteria and standards stated here attempt to recognize and provide for the variety of circumstances likely to be found in the Mathematics Department.

Unless there is a University finding against a faculty member pertaining to their performance of duties, to get an overall satisfactory performance rating a faculty member can have at most one unsatisfactory performance rating in the three categories below (Scholarship, Teaching, and Service) with no category being rated as unsatisfactory performance for two consecutive years.

Note that an overall satisfactory performance rating every year does not guarantee or imply a positive tenure or promotion decision.

### **1. Evaluations of Scholarly Productivity**

The DFSC is responsible for making every possible effort to assess fairly the quality of a publication and the journal or book in which it is printed. Similarly the DFSC is responsible for taking into account grants, the number of co-authors of a publication and the level of contribution of the faculty member, the level and reputation of the association at which a presentation is made, and related considerations. Emphasis must be on the quality of the product submitted.

Ordinarily, to get a satisfactory performance rating for scholarship for a calendar year, a faculty member should have a scholarly record comparable to having three peer-reviewed publications in the past six years. In the case of a faculty member in their first four years of his or her tenure-track appointment at ISU, this expectation needs to be considered in the context of that person's prior experiences and opportunities.

### **2. Evaluation of Teaching**

Each person teaching a class in the Mathematics Department is expected to distribute student input forms to the students in each class each semester. In addition to student evaluation, classroom observations will be conducted by the DFSC for all probationary faculty.

Faculty members are expected to have available documentary evidence of their teaching performance. Typically, this evidence would include course syllabi, sample exams, assignments used in the classroom, and evidence of cognitive gain. The DFSC shall also take into consideration work done with students outside of the normal classroom setting. The documentation of teaching may take the form of a teaching portfolio.

Ordinarily, to get a satisfactory performance rating for teaching, a faculty member must contribute positively to the overall teaching effectiveness of the Department. This is generally understood to mean that faculty must abide by Illinois State University's Faculty Responsibilities to Students policy. A faculty member may warrant an unsatisfactory performance rating in teaching if they are determined by the DFSC as having violated ISU's Faculty Responsibilities to Students policy.

3. Evaluation of Service

Professional service includes service to one's profession, the department, the university or university-related organizations or groups, and to the community. In rendering its judgment of a faculty member's service, the DFSC shall take into account the nature of the activity and the amount of time involved, the professional knowledge and skill involved, and the quality, significance and importance of the service in terms of its potential consequences.

Ordinarily, to get a satisfactory performance rating for service for a calendar year, a faculty member must have contributed to the professional life of the Department, College, or University. This includes regular participation on assigned committees within the University.

## **VII. REAPPOINTMENT POLICIES**

A reappointment review is an evaluation of a probationary faculty member's professional activities and performance. The purpose of a reappointment review is to formulate a recommendation for reappointment or non-reappointment. To assist the DFSC in its reappointment review, the faculty member shall submit a narrative of up to two pages summarizing his or her accomplishments for the past year along with appropriate evidence of these accomplishments. In formulating its recommendation the DFSC will consider the materials submitted by the faculty member, the long-range goals of the Department and the University, the progress and potential progress of the faculty member toward tenure and promotion, and other professional factors as appropriate.

**VIII. TENURE POLICIES (FASPT17 pp. 27-31, Appendix 2)**

The granting of tenure status is a major decision and should not be considered as automatic once one enters a probationary period. There must be evidence of continuing high-quality professional performance during the probationary period with emphasis upon teaching, research, and service as mutually supportive activities. It is also understood that when a judgment for tenure is made, there is an expectation for the high-quality performance to continue. The candidate's areas of specialization must be consistent with the long-range needs of the Department and University if tenure is to be recommended. However, candidates should be aware that the needs of the Department may change during the time of their employment. Accordingly, a decision to deny tenure does not necessarily reflect on the competencies or service of probationary faculty persons. The candidate must have demonstrated the capability to work responsibly and knowledgeably toward the goals of the Department and the University. A tenure decision by the DFSC reflects the best judgment of the DFSC.

The Mathematics Department accepts the guidelines for tenure as established by the University and the College of Arts and Sciences and has the following necessary conditions:

The faculty member

1. must have demonstrated consistent scholarly growth and productivity that contributes positively to the overall productivity of the Department. This is generally understood to mean a continuing research agenda that has resulted in at least three research articles accepted, or at least two research articles and one book, book chapter, monograph or items of similar quality accepted and other evidence of scholarly activity. For additional factors that may be considered in the evaluation of scholarly productivity see FASPT17 Appendix 2. The quality of these publications and the scholarly growth and professional contribution reflected in them will also be factors in the consideration for tenure. One test of the quality of a publication is external peer review as evidenced by acceptance of articles in high quality journals and the acceptance of books, book chapters or monographs. (An article is regarded as accepted if its author has received a letter stating that the article has been accepted for publication with, at most, minor revisions. A book, book chapter, or monograph is regarded as accepted if its author has received unequivocal assurance that the item will be published. This assurance could be galley proofs or a letter indicating the outcome of a peer review process that clearly assures the publication of the item.) Additional evidence of the quality of the candidate's work will take the form of external review letters of the candidate's scholarship from professionals in the field who are external to Illinois State University. When a candidate is applying for tenure, the candidate must submit a list of up to 10 recommended external reviewers to the DFSC by April 15<sup>th</sup> of the calendar year in which the candidate is applying for tenure. These recommendations should be accompanied by brief statements supporting the choices and stating any current or previous relationship with the candidate. The DFSC will review the submitted list and determine whether it is acceptable. If the list is not acceptable, the DFSC can ask the candidate to revise the list and suggest names of possible reviewers. Such a list must be agreed upon by June 1<sup>st</sup> of the calendar year in which the application is being made. If no



such agreement is arrived at, the candidate will select three potential reviewers and the Chair will select three potential reviewers. Regardless of which of the two above methods for generating the list of potential reviewers has been utilized, the DFSC will then choose a subset of at least four people on this list from whom to solicit external reviews. The candidate will provide copies of a current vita and other materials chosen by the candidate as appropriate for external review of the candidate's scholarship. When inviting a potential reviewer to review a candidate's scholarship, the Chair will forward these materials along with copies of the tenure policies and Mission Statements of the Department, College, and University, a written description of the candidate's assignment of efforts and activities for the entire time span being evaluated, as well as an optional waiver of confidentiality approved by the University. The letters received will be included with the documentation for the tenure case, whether they are returned with a completed waiver of confidentiality or not.

2. must contribute positively to the overall teaching effectiveness of the Department. A list of factors that may be used for the evaluation of teaching is found in the university document. Among the factors the Department uses are course syllabi, examinations, student-input forms, classroom materials, classroom visits by the DFSC as well as work with students outside of the classroom. Documentation of teaching must take the form of a teaching portfolio. See the CAS ASPT document for required components.
3. must have participated in the professional life of the university and the mathematical sciences community at the local, state, and national levels. This could include activities such as serving in various capacities in local, state, and national professional groups; supporting departmental, college or university effort by serving on or chairing committees or; providing information or consultative expertise to local civic, educational or governmental organizations. For a more complete list of possible factors to be used in evaluation of service activities see the FASPT17 Appendix 2.
4. Each pre-tenure faculty member will undergo a mid-probationary review. For those faculty appointed with the full probationary term, a mid-probationary review should occur during the faculty member's fourth year. If a faculty member was appointed with credit toward the probationary period, the review will be conducted during the year after which the faculty member has completed half of the probationary period at ISU. While it is still the responsibility of the DFSC to include a progress toward tenure review as part of a pre-tenure faculty member's annual evaluation, this mid-probationary review is intended to be a formative review of the faculty member's progress toward tenure. This review should be encouraging to faculty who are making solid progress toward tenure, instructional to faculty who may need to improve in selected areas of performance, and cautionary to faculty where progress toward tenure is significantly lacking. All mid-probationary reviews shall address the performance of annual assignments, including teaching, scholarship, and service occurring during the preceding tenure-earning years of employment. In addition, all reviews should critically assess overall performance and contributions in the context of mid-probationary expectations. While the mid-probationary review is not intended to be as extensive as the tenure review, it is intended to help pre-tenure faculty start preparing for the tenure review. As such, the faculty member undergoing such a review should submit the College-approved Tenure/Promotion Application, a current vita, selected examples of scholarship and teaching materials, and a brief self-evaluation by the faculty member by November 1 of the academic year in which they are scheduled for this review. The mid-probationary review becomes part of the faculty member's departmental personnel file.

NOTE: Faculty are encouraged to develop a professional portfolio which presents all aspects of their professional life.

## **IX. PROMOTION POLICIES (FASPT17 pp. 24-26, Appendix 2)**

The attainment of successively higher academic ranks in the Mathematics Department reflects professional growth and achievement of status within the discipline. Further, such status is generally expected to be demonstrated by a sustained record of professional competence. Hence, promotions are neither automatic nor the product of any set formula. The Mathematics Department uses the following specific guidelines for promotion in addition to those of the College of Arts and Sciences and the University. These guidelines set expectations for scholarly productivity, teaching, and service for promotion from Assistant to Associate Professor and from Associate to Full Professor.

### **A. Expectations for promotion from Assistant Professor to Associate Professor.**

The scholarly productivity, teaching, and service requirements are the same as for tenure. (See Section VIII Tenure Policies) However, a recommendation for promotion to Associate Professor may occur prior to the granting of tenure provided the other requirements for promotion in the College and University guidelines are met.

### **B. Expectations for promotion from Associate Professor to Professor.**

Since the last promotion, the faculty member

1. must have demonstrated a significant, continuing program of scholarly growth and productivity that contributes positively to the overall productivity of the Department. This is generally understood to mean a continuing research agenda that has resulted in at least four high-quality scholarly publications, at least two of which have been subject to external peer review, and other evidence of scholarly activity. For additional factors that may be considered in the evaluation of scholarly productivity see FASPT17 Appendix 2. The quality of these scholarly works, and the scholarly growth and contribution reflected in them, will also be factors in the consideration for promotion. Additional evidence of the quality of the candidate's work will take the form of external review letters of the candidate's scholarship from professionals in the field who are external to Illinois State University. When a candidate is applying for promotion to Professor, the candidate must submit a list of up to 10 recommended external reviewers to the DFSC by April 15<sup>th</sup> of the calendar year in which the candidate is applying for promotion. These recommendations should be accompanied by brief statements supporting the choices and stating any current or previous relationship with the candidate. The DFSC will review the submitted list and determine whether it is acceptable. If the list is not acceptable, the DFSC can ask the candidate to revise the list and the DFSC can suggest names of possible reviewers. Such a list must be agreed upon by June 1<sup>st</sup> of the calendar year in which the application is being made. If no such agreement is arrived at, the candidate will select three potential reviewers and the Chair will select three potential reviewers. Regardless of which of the two above

methods for generating the list of potential reviewers has been utilized, the DFSC will then choose a subset of at least four people on this list from whom to solicit external reviews. The candidate will provide copies of a current vita and other materials chosen by the candidate as appropriate for an external review of the candidate's scholarship. When inviting a potential reviewer to review a candidate's scholarship, the Chair will forward these materials along with copies of the promotion policies and the Mission Statements of the Department, College and University, a written description of the candidate's assignment of efforts and activities for the entire time span being evaluated, as well as an optional waiver of confidentiality approved by the University. The letters received will be included with the documentation for the promotion case, whether they are returned with a completed waiver of confidentiality or not.

2. must contribute positively to the overall teaching effectiveness of the Department. A list of factors that may be used for the evaluation of teaching is found in the university document. Among the factors the Department uses are course syllabi, examinations, student-input forms, self-reflection and innovation in teaching, leadership in curriculum and course development, curriculum materials, as well as, work with students outside of the classroom. Documentation of teaching must take the form of a teaching portfolio. See the CAS ASPT document for required components.
3. must have participated in the professional life of the university and the mathematical sciences community at the local, state, and national levels. This could include activities such as serving in various capacities in local, state, and national professional groups; supporting departmental, college or university effort by serving on or chairing committees or; providing information or consultative expertise to local civic, educational or governmental organizations. For a more complete list of possible factors to be used in evaluation of service activities see the FASPT17 Appendix 2.

NOTE: Faculty are encouraged to develop a professional portfolio which presents all aspects of their professional life.

**X. SALARY COMPENSATION REVIEW AND RECOMMENDATIONS (FASPT17 pp. 37-40)**

- A. The DFSC shall conduct an annual salary review for all faculty members. As per FASPT17 XII.A.2.a, p. 37, faculty members with overall unsatisfactory performance shall receive no incremental raise.
- B. The annual salary review shall be directed toward ensuring that faculty salaries are consistent with performance and contributions to the department in both the short and long term.
- C. The chairperson shall present to the DFSC recommendations for the distribution of salary increases including performance-evaluated salary increments as well as any equity adjustments. The DFSC is responsible for input and final approval of the salary recommendations in consultation with the chairperson. A portion of the performance-

evaluated salary increment will be on a fixed dollar amount basis rather than on a percentage basis.

- D. Members of the DFSC shall not participate in the deliberations concerning their own salary increments.

## **XI. POST TENURE REVIEWS (FASPT17 pp. 31-35)**

- A. The DFSC shall conduct five-year reviews of all tenured faculty members. These reviews provide an opportunity for better planning and coordination of responsibilities between the department and individual faculty, as well as an opportunity for faculty members to view their work in a multi-year context.
- B. In the year of the five-year review, faculty shall submit, along with their yearly performance evaluation materials, a narrative that briefly summarizes the faculty member's accomplishments over the preceding five years, and identifies goals and directions contemplated for the next five years. The narrative provides an opportunity for qualitative self-assessment by the faculty member.
- C. The DFSC shall both respond in writing to the narrative assessment and schedule a formative discussion with the faculty member. In addition to providing an opportunity to evaluate holistically the past five years of the faculty member's career, the letter and discussion provide an opportunity to contemplate the next five years of that career.

## **XII. ADDITIONAL TOPICS**

- A. Evaluation of faculty on leave

The DFSC shall evaluate a faculty member who is on leave during the evaluation period in the same manner as if he/she were not on leave with the understanding that there be no negative response by the DFSC to a lack of student input forms or service during the time of the leave.

While on leave, faculty are not eligible to serve on any Departmental committees, but are eligible to vote on Departmental matters according to usual guidelines, and shall be kept informed by the Department Chairperson of major developments in the Department.

- B. Professional Conduct

Faculty members are expected to be familiar with the guidelines and policies governing professional conduct as described by the Code of Ethics in the University Handbook. The Chairperson and DFSC have the responsibility to respond to the professional misconduct of the faculty within the Department. Due process as established by University policies must be followed at all times.

- C. Absences from Class

Faculty in the Mathematics Department are expected to meet their classes at the regularly scheduled times. Absences from class should be exceptional and any non-emergency absences approved by the Department Chairperson. In order for absences to be approved, arrangements must be made such that the quality of instruction is not diminished by the faculty member's absence. Consulting or other forms of remunerative activity should only take place at times that do not interfere with scheduled classes.