DEPARTMENT OF MATHEMATICS AND STATISTICS BYLAWS

1. DEPARTMENT NAME AND GENERAL PROVISIONS

In accordance with Article 12 of the UMass-MSP Collective Bargaining Agreement (CBA), these Bylaws have been adopted by a majority vote of the faculty of the Department of Mathematics and Statistics (the 'Department') in the College of Natural Sciences (the 'College') at the University of Massachusetts Amherst (the 'University' or 'UMass'). Federal and state laws, UMass Trustee policies (including, but not limited to, T76-081, the Academic Personnel Policy, aka the 'Red Book'), the CBA, and other established university policies will prevail in instances of conflict with these bylaws. As required by Article 12, these bylaws are subject to review by the Administration and MSP to ensure that the bylaws do not conflict with prevailing laws, policies, and the CBA; such review must occur before the bylaws or their amendments take effect.

Equity and Inclusion statement. The Department strives to increase the percentage of women and underrepresented groups in mathematics and statistics among students, post-doctoral researchers, and faculty. We aim to make the study of mathematics and statistics, and the opportunity to contribute to mathematics and statistics, an equal opportunity endeavor independent of disabilities, ethnicity, gender, religion, and sexual orientation. Participation by the full spectrum of our society enhances scientific discovery. Both recruiting and retention are important features of establishing equal opportunity and diversity. Equal opportunity for faculty includes, but is not limited to, careful attention to equity in merit raises, anomaly raises, teaching assignments, committee assignments, and allocation of resources including office space, lab space, and support staff. In these considerations, we recognize that both explicit and implicit bias pose barriers, and 'Best Practices' should include mechanisms to lessen the effects. For example, it is important that faculty participating in personnel decisions learn about implicit bias, and that assessments of teaching proficiency include more than the Student Response to Instruction (SRTI) forms.

2. FACULTY MEMBERSHIP, RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

The Department's faculty ('Faculty') includes all faculty in the Department without regard to bargaining-unit status, tenure status, or full-time equivalency. In general, all members of the Faculty have both the right and duty to participate in the life and governance of the Department. Voting rights may vary depending upon a faculty member's rank, appointment (permanent versus non-permanent) or membership on a specific committee; voting rights are therefore specified below in sections pertaining to particular committees or governance actions.

2.1. **Tenure-system Faculty.** (Tenure-track Assistant Professors, Associate Professors with or without tenure, and full Professors): All bargaining-unit Faculty in this group participate in the

governance of the Department and have concomitant rights and duties. In particular, they have voting rights in all governance issues put forward to the Department.

2.2. **Non-tenure-system Faculty.** (Lecturers, Senior Lecturers and Senior Lecturers II) All bargaining-unit Faculty in this group participate in the governance of the Department and have concomitant rights and duties. In particular, they have voting rights in all governance issues put forward to the Department.

2.3. **Other Faculty Appointments greater than 50%.** (Visiting Assistant Professors, Research Faculty): All bargaining-unit Faculty in this group participate, but have no duties or voting rights, in the governance of the Department. Visiting Assistant Professors become members of the bargaining unit at the beginning of their third year, but are encouraged to attend department meetings earlier, as part of their professional training. Postdoctoral Associates are not in the bargaining unit.

2.4. **Part-Time Faculty Appointments less than 50%.** Part-time bargaining-unit Faculty with an FTE less than 50% may deliberate on all programmatic and curricular matters, but may not vote on such matters.

2.5. **Graduate Faculty.** Only Faculty who have been designated Graduate Faculty by the Dean of the Graduate School may deliberate and vote on graduate program and graduate curricular matters.

2.6. **Non-Unit Faculty.** Non-unit faculty (Department Head, Associate Deans, Deans, and other non-unit administrators) may not participate as voting members of the Faculty in personnel actions. Non-unit faculty may participate in other aspects of academic governance, such as curricular decision-making and faculty searches, provided that those faculty do not have separate administrative purview over the same matters.

2.7. **Duty to Participate in Governance.** Except where the composition of an individual's assigned workload would prohibit such an obligation, members of the Faculty have a responsibility to participate in governance of the Department and in service to the Department, the College, and the University. Official or ratifying votes taken on Department business may be conducted by a paper or email ballot distributed to all voting members by the Department Head, or at a scheduled Faculty Meeting (per Section 10.6).

2.8. **Rights and Duties of Faculty on Leave.** Faculty on full-time paid leave, including parental leave and sabbatical leave maintain their rights to participate in the governance of the Department during the leave. Faculty on full-time unpaid leave forfeit their rights of governance for the duration of such leave. Unless the leave is taken in an emergency, faculty on leave must make prior arrangements for students whose academic progress or grades may be affected by the leave. Efforts should be made to consult with faculty on leave when decisions must be made which would affect their responsibilities.

3. STANDING COMMITTEES

The Department maintains the following standing committees:

3.1. **Department Personnel Committee (DPC).**

3.1.1. *DPC Purview..* All of the Department's Faculty will elect a DPC serving staggered 2-year terms to perform the functions assigned to it by the CBA, including reviewing the Annual Faculty Report and Evaluation of every member of the Department's Faculty; reviewing and making recommendations on all promotion and tenure applications within the Department; reviewing and making recommendations on all reappointments of tenure-track Faculty within the Department; reviewing and making recommendations on all promotions of non-tenure-system faculty; participating in Periodic Multi-Year Review of Faculty as prescribed by the CBA; recommending merit pay among the Department's eligible Faculty as provided for by the CBA; reviewing and making recommendations for anomaly adjustments to salaries as provided for by the CBA; leading the review process for potential reappointment of the Department Head.

3.1.2. *Composition & Eligibility.* The DPC will consist of 7 elected tenured bargaining-unit Faculty, at least five (5) of whom should hold the rank of full Professor and at most two (2) the rank of Associate Professor. Associate Professors do not vote on personnel actions above their rank. The DPC will be augmented by two (2) non-tenure-system faculty (as defined in subsection 2.2) when the committee deliberates on any personnel matter concerning non-tenure-system faculty. In particular, two (2) Senior Lecturers will be elected to supplement the DPC as voting members for the reappointment, promotion, AFR evaluation or merit raises of Lecturers.

3.1.3. *Means of Election.* Before the end of the Spring semester each year, the Department Head will solicit nominations for service on the DPC beginning in the Fall semester of the ensuing academic year, will confirm the nominees' eligibility and willingness to serve, and will announce the nominees to the Faculty. The Department Head will then organize a vote by secret ballot to fill the vacancies on the DPC. All Faculty with voting rights in the governance of the Department (as specified in Section 2) are eligible to vote in this election. The election should occur within two weeks after announcement of the nominees.

3.1.4. *Leadership of the DPC.* Once elected, the members of the DPC will select their own committee chair.

3.1.5. *Term of office.* The members of the DPC are elected for two-year terms, so that each year the DPC will normally consist of both continuing members and new members. No DPC member may serve more than two (2) consecutive terms on the committee.

3.1.6. *Independence of the DPC.* On personnel actions for which the CBA identifies independent roles for the DPC and the Department Head — such as AFR reviews, reappointment, promotion, tenure, PMYRs, merit-pay allocations, and anomaly recommendations — the DPC will operate independently of the Department Head, who will not attempt by any means to influence the deliberations or judgment of the members of the DPC.

3.1.7. *DPC Meetings, Operations and Quorum.* The DPC should organize and schedule its meetings as necessary to perform its duties and meet the deadlines established by the campus master calendar or by College or Department policies. The DPC requires a quorum at least 5 of its 7 eligible members in order to conduct official business; in a case of promotion to Professor, at least 5 members with the rank of Professor are required. In voting and in drafting written materials, the DPC may conduct its business electronically. When addressing confidential personnel matters, DPC meetings will not be open to faculty members who are not elected members of the DPC, unless invited by the DPC. The DPC may invite the Department Head, the Department's representative to the College Personnel Committee or other faculty to attend in order to obtain

information relevant to its business. Discussions which take place during a DPC meeting are considered confidential. The DPC should assign one member to act as secretary and to keep a record of its meetings and transactions, in the form of brief minutes.

3.1.8. *DPC Consideration of Merit Pay.* When the CBA authorizes the award of merit pay and authorizes the DPC to recommend or determine the amounts of merit pay to be allocated to individual members of the Faculty, the DPC must adhere to the CBA's terms for eligibility and the basis of evaluation for such allocations. The DPC may not exclude from consideration any merit-eligible member of the Faculty based on tenure status, rank, full-time equivalency, or constraint on assigned duties. No later than October 1 of each year, the DPC shall disseminate to all bargaining-unit faculty the principles upon which merit awards will be decided for Pool A.

3.2. **Graduate Affairs Committee.** The Department Head will appoint a Graduate Program Director (GPD), who will also serve as Chair of the Graduate Affairs Committee (GAC). Normally the GAC will consist of between 4 to 6 members appointed by the Department Head from the department's graduate faculty. The GAC oversees the operation of the Department's graduate programs (including the M.S. and Ph.D. degree programs in mathematics, applied mathematics and statistics); normally issues pertaining to the graduate degree programs in statistics are overseen by a Statistics Coordinator, who is appointed by the Department Head. The purview of the GAC includes monitoring the progress of all graduate students, awarding their financial support as teaching assistants, deciding on the results of qualifying examinations, and advising the GPD on any issues relevant to the graduate program on which the GPD seeks consultation. The GAC will also formulate and approve any changes or modifications to the structure of the graduate program, in consultations with the GPD and the Department's faculty as a whole.

3.3. **Graduate Admissions Committee.** The Department Head will appoint a Director of Graduate Admissions (DGA) as well as a committee of between 3 to 5 members to be responsible for admitting new graduate students to the Department's graduate degree programs. The Graduate Admissions Committee will review prospective student applications and make recommendations for acceptance or denial to the DGA.

3.4. **Undergraduate Affairs Committee.** The Department Head will appoint a Director of Undergraduate Program Director (UPD) as well as a committee to be responsible for overseeing the functioning of the Department's Major as well as its entire undergraduate-level curriculum; typically the Undergraduate Affairs Committee consists of 5 to 7 faculty and includes non-tenure-system faculty. The committee will review recommendations for changes in the undergraduate curriculum and course offering, monitor the performance of the existing undergraduate offerings, and manage the major requirements, options and whatever exceptions are brought to its attention.

3.5. **Undergraduate Advising Committee.** The Department Head will appoint a Chief Undergraduate Advisor (CUA) to be responsible for overseeing all aspects of advising of undergraduate majors and minors in the Department and communicating with the CNS Dean of Students' office as needed. Each year the Department Head appoints a set of tenure system faculty who divide up the work of advising all undergraduate majors in the Department. The duties of the CUA include training and guidance of this set of faculty advisors, as well as coordinating with the UPD and UAC to implement their policies and guidelines, and serving as the chief decision-maker in the advising majors and minors.

3.6. **Other Standing Committees.** Several other committees are normally formed to address various departmental activities and responsibilities, such as the *Colloquium, Distinguished Lectures and CVC Committee*, *Development Committee*, *Space Committee*.

4. Tenure-System Faculty Search Committees & Procedures

The Department will conduct individual tenure-system faculty searches as follows:

4.1. **Appointment of Search Committees for Tenure-System Faculty.** When the Provost and the College's Dean have authorized a search for a tenure-system faculty member, the Department Head will solicit nominations from among the tenure-system faculty to serve on the search committee, and will coordinate an election from tenure-system faculty for each search. Typically, each Faculty Search Committee (FSC) will consist of at least five (5) members, and will include at least three (3) tenured faculty. In composing a search committee the Department Head with draw members from the elected faculty, respecting the election ranking. The Head will endeavor to form a committee that is representative of the Department, is well qualified to consider the applicants' credentials, and promotes the achievement of the University's diversity goals. The Department Head will designate the committee chair from among its members.

4.2. **Purview and Operation of Search Committees in Tenure-System Searches .** Committees charged with conducting searches for tenure-system faculty will collaborate with the Department Head in developing the position description, advertising/recruitment plan and other elements of the hiring requisition. The FSC and the Department Head will work with the Office of Equal Opportunity & Diversity with regard to promoting the recruitment of a diverse applicant pool. The Committee will screen applications, deliberate and propose a campus interview list. FSC meetings will not be open to faculty members who are not elected members of the Search Committee unless invited by the FSC. The application materials of approved campus interviewees will be made available to the Faculty provided that the Faculty individually agree to maintain that confidentiality as described below. For the approved interviewees the Committee will organize campus visits, including one-on-one meetings with faculty, colloquium lectures, and social interactions open to all faculty and students. On the basis of their assessment, as well as input/feedback solicited from departmental faculty members, the search committee will determine and vote on candidates acceptable for appointments and write a recommendation that reflects their ranking of the candidates and rationale for that ranking. If the Hiring Authority for the search has asked for an unranked list of acceptable finalists, the search Committee will limit its vote to distinguishing between acceptable and unacceptable candidates, and will use its recommendation to describe the strengths and weaknesses of the acceptable finalists. The Department Head will periodically inform the whole faculty on the status of the hiring process.

4.3. **Access to Confidential Applicant Materials.** The Department will place in a secure online location the application materials of candidates who have been approved for campus interviews (but not for other applicants). In addition to the Department Head and the search committee members, any faculty member who wishes to view applicant materials may do so, provided that each such faculty member is sworn to confidentiality with respect to the application materials.

4.4. **Role of Faculty in Tenure-System Searches & Selection.** All tenure-system members of the Department's Faculty have a duty to engage in the search process as described in 4.2 above.

Whenever possible, faculty members should review invited candidates' application materials, attend candidates' public sessions, and provide feedback to the search committee. The Department's non-tenure-system faculty are also welcome to offer their input to the FSC.

4.5. **Conflicts of Interest.** A real or perceived conflict of interest between an applicant and a search committee member must be disclosed and must be managed, mitigated, or eliminated. The principles underlying the above prescription include:

(1) Neither professional nor personal relationships between applicants and evaluators should influence the selection decision.
(2) Neither professional nor personal relationships between applicants and evaluators should appear to influence the selection decision.
(3) When such relationships exist, the evaluator must disclose the relationship.

Management, mitigation, or elimination of such conflicts should occur as follows:

4.5.1.   A search committee member having a personal relationship with an applicant must disclose the relationship to others involved in the evaluation of the candidate and must recuse him/herself from any deliberations involving that particular applicant. A search committee member with a personal relationship with an applicant who has reached the campus interview list should recuse him/herself from the committee's work, including deliberations over other applicants.

4.5.2.   Search committee members having a close professional relationship with an applicant must disclose the relationship to others involved in the evaluation of the candidate and must recuse him/herself from deliberations and decisions involving the applicant.

4.5.3.   A search committee member having a distant professional relationship (such as associated editorship or collaborations older than five years) with an applicant who has reached the shortlist need not recuse him/herself from the committee's work but should disclose the relationship to others involved in evaluation of the candidate. The Faculty member may participate in all discussions of that applicant and need not abstain from voting on any applicant.

5. NON-TENURE-TRACK (NTT) FACULTY SEARCH COMMITTEES & PROCEDURES

The Department will conduct individual non-tenure-track faculty searches using the same general procedures as those described above for tenure-system faculty searches.

5.1. **Visiting Assistant Professors Search Committee.** The Department appoints Visiting Assistant Professors (VAP) for two or three year terms with responsibilities that include teaching and research. A search committee composed of tenure-system faculty will be elected to undertake the review and selections of the VAPs appointed in any given year. The Department Head will follow the same election procedure as in the election of tenure-system search committees. Typically, the VAP search committee will consist of at least five (5) members. In selecting elected members, the Head will attempt to compose a committee that is representative of the Department and that promotes the achievement of the University's diversity goals. The Head will designate the committee chair from among its members. As part of the review and selection process, the Department Head and the VAP search committee will form subcommittees from the tenure-system faculty who will assist in evaluating the whole pool of applicants in the various subfields of Mathematics and Statistics. In making its decisions the VAP search committee will use the applicant's qualifications

(education, experience and prior accomplishments), input from the Faculty, as well as a phone interview; on-site interviews are not required for these terminal appointments.

5.2. Lecturers Search Committee. A search committee will be elected to undertake the review and selection of Lecturers. The Department Head will follow the same election procedure as in the election of tenure-system search committees. The composition of the search committee need not favor tenure-system faculty and should include at least one Senior Lecturer, if the Department has such a faculty member available.

6. Representation by Faculty on College- and University-Level Committees

Faculty may volunteer for or may agree to be appointed by the Department Head to service on college- and university-level committees and in similar roles. Service on the following committees, however, is by election as described below:

6.1. College Personnel Committee (CPC). The Department's Faculty will elect one representative to the CPC to perform the functions assigned to it by the CBA. Eligibility for service on the CPC will be limited to full-time tenured faculty who have achieved the rank of Professor. The term of service is normally two years.

6.2. College Review Committee (CRC). The CRC reviews the promotion applications of Lecturers and Senior Lecturers and is elected at large across the College by Faculty with any form of the title Lecturer. The Department will elect a Lecturer (or Senior Lecturer, Senior Lecturer II) annually to the CRC.

7. Departmental Specifications for Reappointment, Promotion, and Tenure (RPT)

All standards and most procedures related to reappointment, promotion and tenure of Faculty are governed by the CBA and the Red Book. The following items do not alter or interpret those standards and procedures, but instead set department-level specifications where the CBA and Red Book permit local control.

7.1. External Reviews of RPT Cases.

7.1.1. *Personnel Actions Requiring External Reviews.* All promotion and all tenure cases for tenure-system faculty require external reviews (as specified in the Red Book and CBA). While reappointments of tenure-system faculty during their probationary periods do not require external reviews, the Department normally solicits a few external reviews for a 4.2 Review (reappointment through the tenure decision year). Neither reappointments nor promotions for non-tenure-system faculty require external reviews; however, as permitted by the CBA, Lecturers may request external reviews.

7.1.2. *Number of External Reviews.* The Department Head will make a good-faith effort to secure at least 10 external reviews for every promotion and/or tenure case that requires external reviews. The majority of these reviews should be classified as 'not close' to the candidate; the remainder of the reviewers may be 'close' to the candidate, and close reviews are helpful in that the reviewer can describe the candidate's contributions to collaborative work.

7.1.3. *Identification and Solicitation of External Reviewers.* The CBA charges the Department Head with soliciting external reviewers, and requires the Head not to delegate the solicitation process to others; it permits the candidate to suggest external reviewers, some or all of whom may be solicited by the Head. The Department Head and the DPC will jointly craft the final list of external reviewers, and in the process may consult with other members of the Faculty. Under most circumstances, the solicitation of external reviews should occur no later than three months before the candidate's file submission deadline.

7.1.4. *Qualifications of External Reviewers.* The Department Head is responsible for preparing a statement of the 'standing' of each external reviewer, which summarizes the reviewer's qualifications and describes why the reviewer is well positioned to perform the assessment. In general, external reviewers should be well-recognized scholars or professionals in the candidate's field, should hold the rank of Professor, and should have active scholarly programs. External reviewers who do not meet these criteria may be appropriate and acceptable, but in describing the 'standing' of such reviewers, the Department Head should carefully explain why such reviewers are appropriate for the task of evaluating the candidate under review.

7.1.5. *Candidate's Rights Regarding External Reviewers.* Before making such solicitations, the Department Head must show the solicitation list and solicitation message to the candidate, who may comment on, but may not demand changes to, the list or message. The list should include some of the external reviewers suggested by the candidate. If the candidate identifies a conflict of interest with any of the proposed reviewers, the Head should assess whether a conflict exists and, if one does, should eliminate, mitigate, or manage the conflict.

7.2. **Internal Reviews of RPT Cases.**

7.2.1. *Identification & Solicitation of UMass Faculty & Staff Reviews.* The candidate, the Department Head and the DPC may identify potential reviewers internal to UMass Amherst. Such internal letters are not required and should not be regarded as substitutes for external letters. Nonetheless, internal letters can help to document a candidate's contributions to the Department, College or University, or collaborations within the department or across campus. The Head must individually solicit such internal reviews.

7.2.2. *Identification and Solicitation of Student Reviews.* The Department Head may solicit confidential written comments from individual students. Generally, these are students who have completed one or more of the candidate's classes and have received a grade of C or better, or students for whom the candidate has served as an advisor, mentor, or collaborator. Such reviews should be individually solicited.

7.3. **Waiver of Rights of Access to Review Letters.** A candidate for RPT may waive or decline to waive her/his rights of access to internal and external review letters that have been individually solicited. The decision whether or not to waive those rights belongs exclusively to the candidate, and neither the Department Head nor any other member of the Faculty should pressure the candidate to decide one way or another.

7.4. **Evaluation of Teaching Effectiveness for RPT.** The CBA's Article 33 requires that every department develop or adopt one or several modes appropriate to the evaluation of teaching in that unit, and procedures for the administration of student evaluations of teaching. In compliance with that requirement, the Department adopts the following:

7.4.1. *Student Evaluations of Teaching Effectiveness in Classroom Settings.* All Faculty should use the centrally administered SRTI instrument to solicit and receive student evaluations in every course section taught. Faculty may not themselves administer or collect student evaluations. Individual Faculty may supplement but may not replace the SRTI instrument with other another instrument(s).

7.4.2. *Solicited Letters from Students.* Signed letters from students solicited by the Department Head provide another useful source of information for evaluating a candidate's teaching effectiveness. In addition, the candidate may suggest names of students with whom she/he has had a role as teacher, advisor or mentor.

7.4.3. *Peer & Expert Evaluations of Teaching Effectiveness.* The Department recognizes the importance of using multiple lenses in evaluating teaching. Peer and expert evaluations can provide valuable evidence in making a case for reappointment, promotion, and/or tenure. The DPC, in consultation with the candidate, will designate one or more of its members to assess the teaching effectiveness and contributions of each candidate for major Personnel Action (4.2 reappointment, tenure and promotion of rank) through classroom observations and/or other appropriate means that go beyond the examination of the student evaluations and SRTI data.

7.4.4. *Contributions to Program & Curriculum Development.* Applications for RPT should include evidence of the candidate's contributions to program and curriculum development (if any).

7.5. **Evidence of Effective Service for RPT.** Applications for RPT should include evidence of the candidate's contributions to service. The CBA and Red Book require that all tenure-system Faculty engage in service. NTT faculty are required to engage in service only if it is part of their assigned duties. In general, the consideration of service should be inclusive, acknowledging the contributions that candidates make both inside and outside the Department and inside and outside the university. The extent to which service outside the university is relevant to a case for RPT depends on the pertinence of that service to the individual's professional profile or to advancement of the University's mission. Service may include that provided in governance or management of the Department, the College, the University, or the profession; that representing outreach to extend knowledge beyond the university/professional community; and that intended to promote community engagement as a benefit both to the university community and to the off-campus community. Evidence of leadership is especially important in making service contributions.

8. Annual Faculty Review and Evaluation

The CBA's Article 33 requires use of the bargained AFR form by every member of the Faculty, except that alternate forms may be designated for faculty whose appointment is below 50% (Article 33.2). Every Faculty member should submit an AFR in a timely manner. As the DPC and the Department Head conduct their evaluations of each Faculty member's AFR, they may supplement the submitted AFR with information that is not in the AFR but that is relevant to the Faculty member's performance of her/his assigned duties. Such supplemental information may not be added for any other purpose, and such information may be added only if it is reliable and from a known source; anonymous letters regarding the Faculty member's performance may not be added.

In conjunction with its review of the AFR, the DPC generates a merit rating of each faculty member for the purpose of determining the allocation of merit raises. The practice of the DPC is to record this merit rating as a score in the range from 0 to 5. For tenure-system faculty it is based on an evaluation of their assigned duties, which is normally a combination of research, teaching

and service; for non-tenure-system faculty it is based on an evaluation of their assigned duties, which for lecturers is normally a combination of teaching and service. At the time of allocation of merit raises to faculty, the DPC uses its merit ratings to determine individual merit raises from the 'Pool A' allocated to the Department.

9. REVIEW OF THE DEPARTMENT HEAD

In the fall term of the final year of the current appointment of the Department Head, the DPC, will conduct a review of the Head. The DPC will follow the procedures prescribed by Senate Document #82-021. In advance of the evaluation, the Department Head shall prepare a written statement of administrative achievements to be submitted to the DPC. The DPC will prepare and distribute confidential surveys to departmental faculty, staff, and graduate students, containing questions regarding overall performance, both administrative and interpersonal, and management of departmental interactions. These surveys will also solicit signed, written comments. Raw data and summaries of responses to these surveys will be reviewed by the DPC, will be redacted to protect the identities of all respondents, and will be included with the DPC's report to the Dean but will not be available to faculty, staff, or students. The DPC will provide a copy of its report (redacted to maintain anonymity of respondents) to the Department Head. The Head may then prepare and submit to the Dean a written response to the final report. The final decision on the reappointment of the Department Head rests with the Dean.

10. DEPARTMENT FACULTY MEETINGS

10.1. Faculty meetings are called to order each semester by the Department Head to conduct Departmental business as well as for the Head to update the faculty on current issues in a timely manner. The dates and times of these meetings should be communicated via email to all faculty as well as to staff, when their presence is necessary, in a timely manner and in so far as possible well in advance. One such Faculty Meeting should be called at the beginning of each semester.

10.2. Faculty meetings will follow procedures of general civilized decorum. In particular attendees should speak only when recognized by the chair of the meeting and the chair should strive to give each faculty equal time. Before proceeding to a vote, there should be a clearly worded motion and a second. Discussion of a topic in the agenda does not require a motion.

10.3. If a consensus develops among the Faculty that there is a need for a Faculty Meeting to discuss a particular matter in the absence of a scheduled meeting or which due to its urgency cannot wait, then the Department Head should heed their request and schedule such a Faculty meeting.

10.4. An agenda for a Faculty Meeting will be prepared by the Department Head and circulated at least three days prior to the meeting. Suggested agenda items should reach the Department Head for consideration at least one day in advance of this deadline (ie. four days prior to the meeting.) The union shall be provided an opportunity to appear on the agenda of any regularly scheduled department meeting; such request shall be granted at least twice per semester, provided that the requests are made at least 10 days in advance of meetings.

10.5. All faculty are expected to attend and participate in Faculty meetings.

10.6. Any final, ratifying or official vote on Department business taken at the meeting requires that a quorum strictly greater than two-thirds of voting members be present at the meeting in person, or in 'live' electronic contact. The intent of taking such a vote should be communicated to the voting members before the meeting is scheduled and included in the meeting agenda.

10.7. Meeting minutes for Departmental business treated at the meeting are recorded by the Department Head or by a designated attending faculty member on the Head's behalf and sent via email to the faculty after each meeting.

11. Implementation of these bylaws

By at least a two-thirds' majority vote of the Faculty with voting rights on the governance of the Department, these bylaws are adopted and take effect on April 12, 2017. The terms of these bylaws supersede existing policies or practices of the Department to the extent that they address matters addressed by such policies and practices. However, if ongoing processes would be unreasonably disrupted by implementation of these bylaws, individual provisions of these bylaws may be deferred until those processes are completed, provided that such deferral lasts no longer than one year beyond the effective date cited in this paragraph. Deferral of individual provisions will not result in deferral of other provisions.

12. Amendment of these bylaws

By majority vote, the Faculty with voting rights on the governance of the Department may elect an ad-hoc committee to review and propose amendments to these bylaws. Adoption of any such amendments, including their dates of effectiveness, requires a two-thirds' majority vote of the Faculty with voting rights on the governance of the Department.