POLICIES AND PROCEDURES

MATHEMATICS & STATISTICS DEPARTMENT

(Revised and adopted April, 2004)

I. Department

A. Definition of full-time members of the Department. Full-time members of the department shall include all those in the ranks of instructor, assistant professor, associate professor, and professor holding full-time appointment, whether in tenured, tenure-track, or fixed-length positions. For the purposes of this document the phrase “full-time members of the Department” shall include members of the Department participating in partial-phased retirement.

B. Selection Procedures for the Mathematics & Statistics Chair

The Department Chair selection group shall consist of all full-time members of the department and may include one member (non-voting) of another department, appointed by the Dean.

Upon notice that it is time for a chair to be elected, names of nominees should be proposed, with their consent, in time to be included on a list of nominees, which shall be made available to the Department faculty one week before the voting.

Any member of the selection group may propose names to be considered for the Department’s nominee. Names and recommendations will be accepted from the Departmental majors.

The Department’s choice for nominee must be approved by a two-thirds majority vote of the members of the selection group voting. The Department’s nomination, with vote, shall be forwarded to the Dean by the Chair of the selection group, who shall normally be a faculty member of another CAS department appointed to serve as the (non-voting) chair of the meeting at which the nominee is elected.

Term of Office

The Department Chair shall serve an initial term of office of one year.
He/she may be nominated by the Department for succeeding terms of one or two years each. No person shall serve more than six successive years.

Vacancy
1. If a Chair is to be on leave for as long as a semester, a nomination of an acting Chair for the period of absence shall be made upon vote of the Department.
2. In the event of a vacancy for any reason other than a leave of absence or expiration of term, the Department shall nominate a Chair to complete that term according to the regular selection procedures.

Qualifications
The Department Chair shall be a full-time member of the Department or qualified to become a full-time member of the Department

3. Department Curriculum Committee
   Membership
   The Department Curriculum Committee shall consist of four Department members elected for one-year terms and may include up to two junior or senior math majors. The Department Chair shall be an ex-officio member of the Curriculum Committee.

   Method of Selection
   The four faculty members shall be nominated and elected at the last department meeting in the spring semester. Any student members are to be appointed by the Department Chair from among those nominated by fellow students or Department faculty.

   Procedures
   Curriculum proposals should be made to the Department Curriculum Committee, which will consider and forward them to the Department, with its recommendations. Normally, any proposal for new programs, courses, and other issues of substance should be submitted to the Department for consideration at least one week before any formal approval is given. The Department as a whole shall act on Committee recommendations, and its decisions shall be forwarded to the CAS Curriculum Review Committee, as appropriate.

   Student Input
   The student members of the Committee will be encouraged to call meetings of mathematics majors and other students enrolled in mathematic courses and to bring resulting recommendations to a Curriculum Committee meeting.

4. Personnel Policies
   A. Process
   1. Peer Committee
      a. DEFINITION: The Peer Committee shall be composed of all tenured and tenure-track faculty in the Department.
b. **CHAIR:** The Chair of the Department shall serve as the Chair of the Peer Committee and is responsible for writing recommendations which reflect the views of the Peer Committee.

c. **VOTING:** Only Peer Committee members may vote on personnel recommendations. Informed proxy voting will be allowed.

2. **Personnel Sub-Committee**  
   a. **MEMBERSHIP:** The Personnel Sub-Committee shall consist of the Peer Committee Chair and four other Peer Committee members elected at the final department meeting of the spring semester. At least three of the members shall be tenured. The Peer Committee Chair shall be the Chair of the Personnel Sub-Committee.

   b. **RESPONSIBILITIES:** The Personnel Sub-Committee may invite comments from faculty, students, and the University community regarding candidates for promotion, tenure, reappointment or post-tenure review. Each candidate shall be invited to make a presentation. The Personnel Sub-Committee shall evaluate each candidate and present its findings and recommendations in writing to said candidate at least three weeks before the meeting at which the Peer Committee will make its recommendation. Candidates wishing to appeal must do so within one week. The Personnel Sub-Committee shall then redraft its initial report, if necessary, and present to the Peer Committee members its written report of findings and recommendations at least one week prior to the meeting at which the Peer Committee will make its recommendation.

II. **Criteria**
   A. **General**
      The Department of Mathematics & Statistics subscribes generally to the current Board of Trustees’ criteria for tenure and promotion, as well as to the guidelines adopted by the College of Arts and Sciences.

   B. **Specific criteria for promotion and tenure and post-tenure review**
      1. **TEACHING** Teaching is the primary mission of the Mathematics and Statistics Department. During personnel evaluations, therefore, major emphasis must be placed on judging teaching effectiveness. Effective teaching may be demonstrated through course preparation as evidenced through syllabi and course materials, class management as determined through classroom visits, and student reception as evidence by student evaluations.

         a. Student evaluations on some of the key questions such as 4, 11, and 13 will be compared with averages for those of other instructors teaching the same course.

         b. Peer evaluations based on attendance at seminars given by the candidate will be considered.
c. Tenure-track and fixed-length faculty shall invite members of the Peer Committee to visit their classes at least once per year in order to provide to the candidate evaluative comments or suggestions. Tenured faculty are encouraged to continue this practice. Such evaluations will be considered in the review process.

d. Contributions to course and curricular development will be considered.

2. SCHOLARSHIP The specific expectations listed below are predicated on the assumption that the administration will make every effort to provide an environment which allows faculty to engage in productive research.

a. Primary consideration will be given to papers published in refereed journals and refereed proceedings of conferences in the discipline.
b. Significant consideration will also be given to unpublished reports, publication in unrefereed journals and unrefereed proceedings of conferences, presentations of papers at conferences, texts authored or edited, grant proposals, and other creative works in mathematics, statistics, operations research, or math education.
c. Candidates are encouraged to select a researcher in the discipline who will write an evaluation of the quality of the candidate’s research.
d. Citation of the research by non co-authors is an indication of the quality and significance of the work. Candidates are encouraged to provide a list of such citations.

3. UNIVERSITY SERVICE

a. By the second year of employment, candidates are expected to make themselves available for committee work at the department level. By the third year of employment, candidates are expected to make themselves available for committee work at the college, campus, and university level.

b. To evaluate the candidate’s contributions, chairs or members of various committees on which the candidate has served should be contacted by the Personnel Sub-Committee.

c. Student advising is expected of all faculty members.

4. PUBLIC SERVICE

a. Book reviews, manuscript reviews, software reviews, and research article reviews will be considered.

b. Consideration will also be given to professional activities such as membership in professional organizations, participation in conferences and seminars, office-holding in professional organizations, service on professional committees, and organization of professional meetings.
c. Both paid and unpaid consulting in the discipline will be considered.

d. Public service not in discipline will also be considered.

III. Procedures:

At a regular Department meeting the following procedures shall be followed:

a. The Chair of the Peer Personnel Committee shall present the name of each department member being considered, together with the Peer Personnel Sub-Committee’s recommendation, in the following way:

1) Names of non-tenured members will precede names of tenured members. Actions on non-tenured members may occur in the fall or spring semester. Promotions for tenured faculty occur in September or October, while other actions are usually taken in April or May. All tenured faculty at level of Associate and Professor are reviewed every four years. Tenure track Assistant Professors are reviewed every year. Faculty in fixed-length positions are reviewed as appropriate relative to the length of their appointments.

2) Part-time faculty should be reviewed every three years.

3) Within the limits of (i), names will be presented in random order.

b. The Chair of the Peer Personnel Committee will summarize the statements received on the individual faculty member.

c. The department member under consideration may make a brief oral presentation

d. The Peer Personnel Committee will then discuss the individual case, consider the recommendation of the Peer Personnel Sub-Committee, formulate an appropriate motion, and cast secret ballots. Ballots shall not be counted until all votes have been taken.

e. The Department member under consideration may be present for a, b, and c, but shall be absent for d.

f. After b through e have been carried out for every department member under consideration, the votes shall be counted by the chair and the count made known immediately to the department. Reconsiderations may be requested at this time.
g. The Personnel Committee will then, in executive session, discuss each completed case and formalize its report. (The person under consideration will not be present in this session.)

h. The Chair of the Peer Personnel Committee shall provide the faculty member with a copy of the recommendation one week before it is forwarded to the Dean.

5. **Voting:**
   A quorum: A majority of full-time members of the Department.

   Voting on motions (not related to the election of a department chair) that arise during a department meeting will be done by the people present except that if five (5) persons present request that voting be done by the whole department (those not on leave) by mail ballot, this request shall be honored.

   Proxy voting for a chair or in other personnel actions, as described in 4-I-A-3, will be allowed. Otherwise, proxy voting will not be allowed.

6. **Department Policies Concerning Undergraduate Independent Study**
   Except under unusual circumstances, a student registering for independent study should have successfully completed MAT 252 and MAT 290 and the introductory courses relating to the topic to be studied, if such courses exist. The student should have at least a 3.00 average in his/her major courses.

   The student must submit a written proposal for independent study for approval by both the supervising faculty member and the Department Chair. See the current catalog for more information.

   Credit should not be given for independent study covering material which is available through regular courses. Each independent study project may carry up to three (3) credits. A maximum of six (6) credit hours may be applied toward the major requirement.

   A record of all approved independent study proposals shall be kept in the Department files. Upon the accumulation of 30 credits of supervising independent study, a faculty member will be afforded the opportunity to receive a course release, which normally should be granted within one year. Such course release must be planned in consultation with the Department and approved by the Dean.

7. **Suggested guidelines for Staffing Overload and/or Summer Courses**
   a. The Chair should determine who wants to teach overload and/or summer courses.
b. The Chair will assign, subject to approval of the Department, the courses available taking into consideration the following: Student needs, longevity of instructor, rank, specialties of instructor, long-range equalization.

8. Faculty Evaluation Questionnaire

a. Student evaluations of faculty shall be administered in all mathematics and statistics courses in the following manner:

1) The instructor shall take the evaluation forms to his/her class during the last two weeks of classes each semester.

2) A simple statement may be made relative to use of the forms in tenure, promotion, and merit decisions.

3) A student volunteer shall distribute the forms, collect, and give them to the department secretary. In the evening, student volunteers shall slide the completed forms under the door of Room 302 Payson or Room 217 Bailey. The instructor shall leave the classroom when the forms are given to the student volunteer for distribution.

4) Faculty WILL NOT see completed evaluation forms until after their grades have been submitted to the registrar. Question averages for each course will be filed in the faculty member’s personnel folder.

b. Each department member shall be provided with the questionnaire results for each of his/her courses.

c. The questionnaire results from a given semester should remain in the department member’s personnel file for four years or, if untenured, until the department member attains tenure. (In any event the results should remain for at least four years)

9. The Following Specific Department Committees Shall Be Elected By the Department:


b. Ad Hoc Search Committee for new personnel.

10. Duties of the Department Chair

a. The Chair calls and chairs regular (at least three per semester) Department meetings and must call a Department meeting at the
request of five (5) members of the Department.

b. The Chair maintains the records of Department faculty, of student majors, and of the general affairs of the Department. The Chair may explicitly entrust some or all of these duties to the head of the School or College.

c. The Chair shall communicate and explain to the Dean the need for new faculty as identified and agreed upon by a 2/3 vote of the Department. No new faculty may be recommended to be hired without a 2/3’s vote of those voting. The procedure to be followed in filling personnel positions will be in accordance with the established personnel policies.

d. The Chair is an \textit{ex-officio} member of the Curriculum Committee of the Department

e. The Chair develops budgets for the Department which must be approved by a majority vote of the Department before submission to the appropriate administration official, and is responsible for the disbursement of allocated funds, subject to the approval of the Department.

f. The Chair supervises the advisory system for Department majors and for other students assigned to the Department.

g. The Chair assists the Administration in the scheduling of the classes of the Department, subject to approval of the Department.

h. The Chair makes every effort to aid and encourage the professional development of colleagues and graduate students within the Department.

i. The Chair makes every effort to mediate personal and professional disagreements within the Department and to verify and seek remedies for complaints.

j. The Chair makes salary recommendations to the Dean for members of the Department, following general guidelines established by the Department.

11. \textbf{Department Representatives to College or University Committees shall be Nominated and Elected by the Department.}

12. \textbf{Procedures for Selection of Mathematics Representative to CAS Curriculum Committee}
The selection group shall consist of all full-time members of the Department.

Any member of the selection group may nominate a full-time member of the Department. The nominee who receives a majority of the votes will represent the Department on the committee. If more than two (2) members of the Department are nominated with no nominee receiving a majority of the votes, the two (2) with the highest number of votes will be voted on again. The person who receives the majority of the votes will represent the Department.

The Term of office shall be one year.

13. Advanced Placement and College-Level Examination Program.

It shall be the policy of the Department of Mathematics and Statistics of the University of Southern Maine to grant credit for the introductory course in calculus to an enrolled student who presents evidence of competency in the appropriate Advanced Placement Examination of the College Entrance Examination Board with a score of either 4 or 5. A score of 3 will be examined for credit on an individual basis by the Department. If credit is granted, it will include credit for exempted course.