

**BYLAWS OF THE
DEPARTMENT OF MATHEMATICS
October 28, 2024**

1. COMPOSITION OF THE DEPARTMENT

1.1. Faculty

- 1.1.1. The regular faculty of the Department of Mathematics (the Department) of Michigan State University (the University) shall consist of all persons appointed in the Department holding the rank of Professor, Associate Professor, or Assistant Professor and appointed under the rules of tenure, or as further defined in the Bylaws for Academic Governance (BAG) Section 1.1.1.1.
- 1.1.2. The fixed-term faculty of the Department shall consist of all persons appointed in the Department holding the rank of Professor, Associate Professor, Assistant Professor, or Instructor but not appointed under the rules of tenure, as defined in the Bylaws for Academic Governance Section 1.1.1.2. and 1.1.1.3.
- 1.1.3. The postdoctoral faculty of the Department shall consist of all individuals appointed to the rank of Research Associate in the Department.
- 1.1.4. The specialists of the Department shall consist of all individuals appointed to the rank of Specialist in the Department.
- 1.1.5. The honorary faculty of Mathematics shall consist of persons appointed in the Department as visiting or adjunct faculty, persons designated as lecturers in the Department, and persons retired from the regular faculty of the Department with the emeritus title.

1.2. Faculty Voting Rights

- 1.2.1. The voting regular faculty of the Department of Mathematics shall consist of the Department's regular faculty for whom the plurality of their appointment resides within the Department of Mathematics.
- 1.2.2. Voting privileges are also extended to the faculty with a non-plurality appointment of which 25% or more is within the Department of Mathematics.
- 1.2.3. Voting privileges may be extended, permanently or on an ad hoc basis, by the voting regular faculty to any other faculty member as defined in 1.1.
- 1.2.4. The voting faculty of the Department shall consist of the voting regular faculty (under 1.2.1.) and all those faculty to whom voting privileges have been extended under 1.2.2. and 1.2.3.
- 1.2.5. The faculty with voting privileges as given in 1.2.2. and 1.2.3 may not vote on changes to the Bylaws of the Department of Mathematics (these Bylaws).

1.3. Graduate Students

- 1.3.1. The graduate student body of the Department shall consist of all properly admitted and duly enrolled graduate students in the Department of Mathematics.

1.4. Undergraduate Students

- 1.4.1. The undergraduate student body shall consist of all undergraduates who have declared a major preference or major in a degree program in the Department of Mathematics.

2. DEPARTMENT ORGANIZATION

2.1. Chair

- 2.1.1. The duties and responsibilities of the Chair of the Department (the Chair) are as specified in Sections 2.1. and 2.2. of the BAG. The Chair is required to consult the voting faculty on issues of policy and procedure. The Chair shall make every reasonable effort to inform the voting faculty of the College of Natural Science (the College) and University decisions, policies, proposed policies, and changes in policies that bear upon the Department.
- 2.1.2. The normal term of office is five years. The selection procedure for the Chair is governed by Section 2.1. of the BAG. In particular, the voting faculty shall have shared responsibility with the Dean to determine procedures for the selection of the Chair. The selection process is dealt with in Section 6 of these Bylaws.
- 2.1.3. The Chair, as stated in 2.1.4. of the BAG, shall be subject to regular review at intervals not to exceed five years. This review shall take place after the third year in a normal term. The faculty and the Dean have shared responsibility for the procedures of this review.
- 2.1.4. The Chair shall appoint the Director of Graduate Studies and the Co-Directors of Undergraduate Studies. The Chair may appoint Associate Chairs. All such appointments shall be made after consultation with the Advisory Committee. All such appointees shall be members of the voting faculty. In general, the term of office for such appointments shall not exceed three years. In particular, an appointee's term shall be co-terminal with that of the Chair making the appointment.
- 2.1.5. After consultation with the Advisory Committee, the Chair shall designate who shall serve as Acting Chair during a temporary absence of the Chair. The Acting Chair's period of duty shall be expressly decided and announced. During that period, the Acting Chair shall assume all duties of the Chair.
 - 2.1.5.1. A temporary absence shall be an absence not to exceed an academic semester.
- 2.1.6. In the event that an absence of the Chair is expected to exceed one academic semester, an Acting Chair shall be selected using the Chair Selection Procedure.

2.2. Associate Chair(s)

- 2.2.1. The Associate Chair(s) shall assist the Chair in the execution of the Chair's prescribed duties.

2.3. Director of Graduate Studies

- 2.3.1. The Director of Graduate Studies shall assist the Chair in those duties that bear upon the graduate program of the Department and shall serve as the Chair of the Graduate Studies Committee.

2.4. Co-Directors of Undergraduate Studies

- 2.4.1. There will be two Co-Directors for Undergraduate Studies, one responsible for lower level courses and one for upper level courses with the courses partitioned at the discretion of the Chair. They shall assist the Chair in those duties that bear upon the undergraduate programs of the Department and shall serve as the Co-Chairs of the Undergraduate Studies Committee.

3. DEPARTMENT COMMITTEE STRUCTURE

3.1. The Committee of the Whole

- 3.1.1. The principal committee of the Department shall be the Committee of the Whole. This committee shall consist of the voting members of the Department. The Committee of the Whole shall have final responsibility and jurisdiction over all matters not specifically delegated to the Chair in these Bylaws, the Bylaws of the College, or the BAG. The Committee of the Whole shall exercise the faculty's delegated authority to review and approve or reject all changes in the curriculum.
- 3.1.2. A meeting of the Committee of the Whole shall be scheduled at least once every semester. The Chair may call a meeting of the Committee of the Whole and must do so upon receiving a petition asking for such a meeting signed by thirty percent of the voting faculty. The scheduling of the meetings should allow adequate time for the submission of agenda items by faculty and specialists. Submitted items, unless withdrawn, must appear on the agenda.
- 3.1.3. The Chair of the Department shall chair the meetings of the Committee of the Whole. The Chair is also responsible for the preparation and distribution of an agenda to the faculty at least one week prior to a scheduled meeting.
- 3.1.4. The Chair of the Department shall designate a secretary for the meeting who shall be responsible for the minutes.
- 3.1.5. A quorum for conducting business on the agenda shall consist of those present, while a quorum for new business shall be a majority of the Committee of the Whole.
- 3.1.6. The Committee of the Whole shall operate under parliamentary procedure for an assembly.
- 3.1.7. In lieu of a vote at the meeting, a mail ballot may be called for on any issue by a majority of those present. For the purpose of the minutes, the result of this ballot shall be considered a part of the meeting at which the ballot was called for.

3.2. Standing Committees of the Department

- 3.2.1. The standing committees of the Department shall be: the Advisory Committee, the Graduate Studies Committee, the Undergraduate Studies Committee, and the Personnel Committee.
- 3.2.2. Elections for the elected members of the Personnel Committee shall take place at a Fall Semester Meeting of the Committee of the Whole. Elections for the elected members of the Advisory Committee, Graduate Studies Committee, and Undergraduate Studies committee shall take place at the Spring Semester Meeting of the Committee of the Whole. If an elected member of a committee is unable to serve, the Chair may appoint an interim replacement for the current year. At the next Semester Meeting of the Committee of the Whole (if applicable), a replacement shall be elected to serve the remainder of the term.
- 3.2.3. At least two weeks prior to a Meeting of the Committee of the Whole at which elections for standing committee members will be held, the Advisory Committee shall call for nominations for the elected positions on the standing committees. If a standing committee has n positions to be filled by an election and there are less than $2n$ nominees at the time of the meeting, nominations shall be accepted from the floors. If at the end of the nominations there are more than $2n$ nominees for n positions on a standing committee, the first vote shall be to reduce the number to $2n$ plus ties. The final vote shall be amongst these remaining candidates. If the terms of the contested positions are of differing lengths, the candidate(s) with the greater vote total(s) shall receive the longer term(s). Once elected to a committee, an individual may withdraw as a nominee in a later election. The Chair shall appoint a teller or tellers for the elections at a meeting of the Committee of the Whole.

3.3. Advisory Committee

- 3.3.1. The Advisory Committee shall consist of the Chair of the Department and six additional faculty members. Two faculty members shall be elected each year for two year terms. Two faculty members shall be appointed by the Chair each year for a one year term. Except for the Chair, no faculty member may serve more than two consecutive years on the Advisory Committee.
- 3.3.2. The Advisory Committee shall have regularly scheduled meetings. The Chair of the Department shall serve as the Chair of the Advisory Committee. The agenda for each meeting shall be distributed to the faculty and posted on a site available to the faculty. Any member of the Advisory Committee may put an item on the agenda. Any faculty member may request to appear before the Advisory Committee.
- 3.3.3. Whenever a grievance is filed by a student against a member of the Department, the Advisory Committee shall select three faculty members to serve as the Hearing Committee. The Hearing Committee shall report its recommendations to the Chair.
- 3.3.4. The Advisory Committee shall recommend policies to the Chair. The Advisory Committee shall advise the Chair on the hiring of specialists and on the hiring of faculty in accordance with Section 5 of these Bylaws.

3.4. Graduate Studies Committee

- 3.4.1. The Graduate Studies Committee is advisory to the Chair and the faculty for matters that bear upon the graduate programs of the Department in accordance with the established Department, College, and University policies and procedures.
- 3.4.2. The Graduate Studies Committee shall consist of the Director of Graduate Studies, four additional faculty members, and two graduate students. One faculty member shall be elected each year for a two-year term. Two faculty members shall be appointed by the Chair each year, in consultation with the Graduate Director, for a one-year term. Except for the Director of Graduate Studies, no faculty member may serve more than two consecutive years on the Graduate Studies Committee. Members shall be appointed by the Chair in consultation with the Graduate Director as needed to fill vacancies.
- 3.4.3. All decisions on admittance to and termination from any graduate program in the Department of Mathematics shall be made by majority vote of all faculty members of the Graduate Studies Committee.
- 3.4.4. All recommendations on changes of academic year support of graduate students shall be made by majority vote of all faculty members of the Graduate Studies Committee.
- 3.4.5. Two graduate students will serve a one-year term on the Graduate Studies Committee. Graduate student participation shall be in the same mode as faculty except in matters related to 3.4.3 and 3.4.4 above, or reserved to the faculty in BAG 1.2.3. They shall be elected each year from the graduate students in good standing, as defined in the graduate student handbook. The election is to be conducted by the graduate students in the Spring Semester preceding the one-year term. In the case of vacancy or failure to fill allotted positions, the Chair shall appoint replacements in consultation with the Graduate Director.

3.5. Undergraduate Studies Committee

- 3.5.1. The Undergraduate Studies Committee is advisory to the Chair and the faculty for matters that bear upon the undergraduate programs of the Department in accordance with the established Department, College, and University policies and procedures.
- 3.5.2. The Undergraduate Studies Committee shall consist of the Co-Directors of Undergraduate Studies, three additional faculty members, one teaching specialist, and up to two members of the undergraduate student body of the Department. One faculty member shall be elected each year for a two year term. One faculty member and one teaching specialist shall be appointed by the Chair each year for a one year term. Two undergraduate student members shall be appointed by the Chair each year for a one year term. Except for the Co-Directors of Undergraduate Studies, no person may serve more than two consecutive years on the Undergraduate Studies Committee. Student participation shall be in the same mode as faculty except in matters reserved to the faculty in BAG 1.2.3.

3.6. Personnel Committee

- 3.6.1. The Personnel Committee is advisory to the Chair for recommendations concerning reappointment, promotion, tenure, salary, and faculty evaluation in accordance with established Department, College, and University policies and procedures.

3.6.2. The Personnel Committee shall consist of seven regular faculty members with the rank of Professor. Members of the Personnel Committee will serve terms of either one or two calendar years, starting in January and ending in December. Two faculty members shall be elected each year for a two year term. Three faculty members shall be appointed by the Chair each year for a one year term. No faculty member may serve more than two consecutive years on the Personnel Committee. The Personnel Committee shall elect its own chair.

3.6.3. The Personnel Committee, in consultation with the Chair, will be responsible for the selection of external referees for all candidates for the tenure and promotion within the Department. A number of letters, consistent with the current requirements of the College and University but not less than six, should be received, with at least four letters coming from referees chosen by the Personnel Committee.

3.6.4. If there are any candidates under consideration by the Personnel Committee for tenure and/or promotion to Associate Professor, the Personnel Committee shall hold a meeting, open to any faculty member in the Department holding the rank of Associate Professor or higher, in which the files of these candidates will be open for discussion. If there are any candidates under consideration by the Personnel Committee for promotion to Professor, the Personnel Committee shall hold a meeting, open to any faculty member in the Department holding the rank of Professor, in which the files of these candidates will be open for discussion. The meeting(s) should be held at least five weeks prior to the date that the Personnel Committee must make its recommendations to the Chair. Files of the candidates should be made available prior to the meeting to those faculty invited to each meeting.

3.7. Ad Hoc Committees

3.7.1. The Chair may appoint any Ad Hoc Committee. Such committees shall have a specific purpose and serve for a specified time, not to exceed one year. The Department shall be informed of the purpose and constitution of each Ad Hoc Committee.

4. PROCEDURE FOR REAPPOINTMENT, PROMOTION, AND TENURE (RPT) OF TENURE SYSTEM FACULTY

4.1. The Chair is responsible for:

4.1.1. Ensuring that all University, College, and Departmental procedures, guidelines, and timetables are followed in each RPT case under consideration.

4.1.2. Informing each RPT candidate and all appropriate faculty (see item 4.2.2 below) of all relevant procedures and deadlines in a timely fashion.

4.1.3. Making the official Department recommendation to the Dean for or against the RPT action under consideration by the deadline designated by the College and the University. The recommendation must report the vote of the Personnel Committee on the RPT action.

4.1.4. Informing the RPT candidate of the Department recommendation and of the Personnel Committee vote in a timely fashion after they are forwarded to the Dean.

4.2. The Department faculty shall vote through the following procedure:

4.2.1. The Personnel Committee shall vote on each RPT case. The composition of the Personnel Committee is described in section 3.6.2 of the Bylaws.

4.2.2. As provided by section 3.6.4 of the Bylaws, the Personnel Committee shall hold a meeting of faculty to discuss each RPT case prior to their vote. The attendance of the meeting will be restricted to faculty at the rank of the successful promotion or higher. No formal vote of faculty will be taken at this meeting.

4.2.3. The faculty member under review may request a meeting with the Personnel Committee during the time period following their submission of all documents required of them for their RPT case and the faculty meeting required by section 4.2.2 of the Bylaws.

5. PROCEDURE FOR HIRING TENURE SYSTEM FACULTY (OTHER THAN THE CHAIR)

5.1. Procedure for initiating new searches

5.1.1. The focus of a new search will be discussed at a meeting of the Committee of the Whole to gauge faculty support and to collect faculty input.

5.1.2. The Chair shall notify the tenure system faculty within two weeks of learning that a new position has been made available to the Department and provide regular updates to the faculty on the status of the search.

5.2. The Hiring Committee and Job Candidate Selection

5.2.1. For a search in which all positions are 100% in the Department of Mathematics:

(a) The Hiring Committee shall be composed of tenure system faculty representing a diversity of research interests.

(b) For a search for a single position with a single focus area, the committee shall have at least five members.

(c) For a search for more than one position or with multiple search areas, the committee shall have at least seven members.

(d) At least half of the committee will be elected by a vote of the Committee of the Whole. The remaining committee members will be appointed by the chair.

5.2.2. For a search in which all positions are targeted to have a tenure-home appointment in the Department of Mathematics:

(a) A majority of the Hiring Committee members shall have a tenure-home in the Department of Mathematics.

(b) At least two members of the Hiring Committee will be elected by a vote of the voting faculty.

5.2.3. For a search that is joint with other units, the composition of the hiring committee will be negotiated by the Department Chair, in consultation with the

Advisory Committee.

5.2.4. The Hiring Committee shall:

- (a) Form an initial list of at least five candidates for each junior position, determined by a secret ballot vote of those on the committee, and make the list available to the tenure system faculty at least three days prior to the open meeting in (b); if fewer than five candidates are listed, such as might happen in the case of a hire associated with a recruitment or retention package, dual career accommodation, or other special opportunity hiring, the Hiring Committee shall issue a justification to the tenure system faculty.
- (b) Hold an open meeting of the Committee of the Whole to discuss these lists.
- (c) Taking into account input from the open meeting in (b), make a proposed interview and alternate list for each position and present these to the Department Chair and Advisory Committee for discussion. The final interview and alternate lists will be approved by the Department Chair. In a search with a single open position, at least three candidates shall be interviewed, and in a search with n open positions, at least 2n shall be interviewed; if fewer are to be interviewed in either case, the Hiring Committee shall send justification to the tenure system faculty.
- (d) Hold an open meeting of the Committee of the Whole after interviews have been held in order to discuss candidates. A vote of the tenure system faculty will be held to gauge support for the interviewed candidates.
- (e) Following the open meeting in (d), the Hiring Committee will make recommendations to the Department Chair. The Hiring Committee recommendations will be discussed with the Advisory Committee.

5.2.5. All votes of the Committee of the Whole regarding hiring shall be by secret ballot.

5.2.6. All votes and recommendations in 5.2.4 (d) and (e) of the Hiring Committee and the Committee of the Whole shall be reported to the tenure system faculty by the Chair prior to an offer being made.

5.3. If any of the provisions in Section 5.2 are in conflict with College or University requirements, these provisions may be suspended in order to adopt a College or University approved search procedure for a specific search subject to a 2/3 vote at a meeting of the Committee of the Whole.

5. CHAIR SELECTION PROCEDURE

5.1. General

Procedure

In the following, an internal search refers to one where candidature is limited to voting regular faculty of the Department. Otherwise, the search is considered external. An external candidate is a candidate who is not a current member of the department.

5.1.1. The chair search shall be initiated in the Spring Semester of the penultimate

year of the Chair's term. The Advisory Committee shall, in consultation with the Dean, determine whether external candidates will be considered for Chair. This determination shall be announced no later than the Midterm of the said semester.

- 5.1.1.1. If external candidates will be considered, the Chair Search Committee shall be formed in a timely manner, following Section 6.2. The Chair Search Committee will, in consultation with the Dean, determine and implement the external search procedure, subject to the requirements of Section 6.3.1.
- 5.1.1.2. If external candidates will not be considered, the Chair Search Committee shall be formed in the Fall Semester of the final year of the Chair's term, following Section 6.2. The Chair Search Committee will have delegated authority from the Committee of the Whole to determine and implement the search procedure, subject to the requirements of Sections 6.3.1 and 6.3.2.
- 5.1.2. After implementing the search procedure, the Chair of the Chair Search Committee shall call a meeting of the voting faculty of the Department, excluding any candidates. The candidate(s) shall be discussed and the method for election of the Chair determined. The method of election refers to the nature of ballots (electronic, paper or a combination thereof), the method of distribution and collection as well as the method of tallying ballots. The Chair Search Committee shall seek and announce a willing non-voting member of the department to tally the votes.
- 5.1.3. Within three working days of the conclusion of this meeting, the ballots shall be distributed to all voting regular faculty of the Department and the Chair election held according to the method determined. All voting regular faculty shall be afforded an opportunity to vote either electronically or in-person or absentee.
- 5.1.4. The Chair Search Committee shall report to the Dean the vote totals of the election.
- 5.1.5. In the event that the election procedures of Sections 6.1.2 and 6.1.3 result in a failed search, the Advisory Committee shall call a meeting of the voting faculty of the Department to determine whether the Chair Search Committee shall be reconstituted prior to a new search.
- 5.1.6. The Chair Search Committee shall be dissolved upon the appointment of the new Chair by the Board of Trustees.
- 5.2. Composition and Formation of the Chair Search Committee
 - 5.2.1. The Chair Search Committee shall comprise five voting regular faculty of the Department.
 - 5.2.2. Members of the Chair Search Committee shall be elected by the voting faculty of the Department, after a nomination period of no less than two weeks.

- 5.2.2.1. Each voting faculty shall cast votes for up to five candidates. Those five candidates receiving the most votes win the election.
- 5.2.2.2. Run-off elections shall be held if there is a tie for fifth place.
- 5.2.3. At the completion of the election, the Chair Search Committee shall be constituted and shall choose its own officers.
- 5.3. Responsibilities of the Chair Search Committee
 - 5.3.1. The Chair Search Committee shall in a timely matter and in consultation with the Dean determine a search procedure and announce it to the department. For internal searches, the Chair Search Committee shall discuss with the Dean the possible incentives for the appointment of the new Chair. The outcome of this discussion will be reported to the voting faculty prior to solicitation of candidates.
 - 5.3.2. The Chair Search Committee must inform the department of the procedures for the following:
 - 5.3.2.1. For candidates to appear before the voting faculty of the Department to state their views and to answer questions.
 - 5.3.2.2. For candidates to appear before graduate students, staff members, and non-voting faculty of the Department to state their views and to answer questions.
 - 5.3.2.3. Feedback on the candidates from graduate students, staff members, and non-voting faculty of the Department and to report the feedback to the voting faculty
 - 5.3.3. In case of an internal search, the Chair Search Committee shall produce a slate of candidate(s) after a nomination period of no less than two weeks.
 - 5.3.3.1. The slate shall not include any member of the Chair Search Committee.
- 5.4. In the event that the position of the Chair becomes vacant unexpectedly or it becomes known that the Chair intends to resign, the procedure above shall commence with formation of the Chair Search Committee no later than the following semester.

6. GRIEVANCE PROCEDURES

- 6.1. The Department of Mathematics follows the *Faculty Grievance Policy* published in the Faculty Handbook and approved by the Board of Trustees for resolving employment related disputes that arise between faculty or academic staff members and administrators. However, a faculty or academic staff member who feels aggrieved should first seek an informal resolution at the department level (via the Chair and/or Advisory Committee) or at the college level before filing a formal grievance.
- 6.2. Students may request a hearing to resolve a dispute with an instructor, but only after trying

to settle the matter in conversations with the instructor, or with the appropriate Director(s) or, if necessary, with the Chair. The student may consult with the University Ombudsperson at any stage of the dispute.

6.2.1. Hearings for undergraduate students originate at the college level.

6.2.2. Hearings for graduate students originate at the department level by request to the Chair or Advisory Committee. When such a hearing is requested, the Advisory Committee shall select three faculty members to serve as the Hearing Committee. That Hearing Committee shall report its recommendations to the Chair.

7. AUTHORITY, INTERPRETATION, AMENDMENT, AND REVIEW

7.1. Parliamentary Authority

7.1.1. The rules of parliamentary procedure as contained in the most recent edition of *Robert's Rules of Order* shall govern the Department in all cases where they are not in conflict with these Bylaws, the bylaws of the College, the BAG, or any specific rules of order the Department may adopt.

7.2. Interpretation

7.2.1. The Committee of the Whole shall be the final authority with regard to the interpretation of these Bylaws.

7.3. Amendment

7.3.1. Any regular faculty member may propose amendments to these Bylaws.

7.3.2. A proposed amendment shall be placed on the agenda of the next meeting of the Committee of the Whole and it will be adopted if it is approved by two-thirds of those present.

7.4. Review

7.4.1. The voting faculty shall adopt and publish bylaws. Unit bylaws shall be reviewed at intervals not to exceed five years. [BAG 2.2.1 and 2.2.2]

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