

I DECISION MAKING

The business of the Department of Mathematics, Computer Science, & Statistics will be carried on by elected representatives to standing committees. Committee decisions must be conveyed to all of the department faculty. Members on leave will be classified as having inactive status and in general will not vote on departmental decisions, except in the election of the Personnel Committee, election of the department chair and constitution revision. Voting members are members of the department with active status. If a disputed decision involves more than one committee, such decision shall be considered by the entire department. A committee or an individual department member may present a resolution for departmental vote. Such a resolution requires a simple majority of those at the department meeting for passage. A quorum at a department meeting will be $\frac{2}{3}$ of the active members of the department. The presiding officer and secretary of the department meetings will be elected, from nominations, including self-nominations, during the spring semester for a one-year term beginning the next fall. The department meetings will be conducted in accordance with Robert's Rules of Order.

The decision of any committee may be overruled by a majority vote of the voting members of the department. This motion to overrule a committee may be initiated by a petition to the presiding officer by $\frac{1}{3}$ of the active members. If the petition is posted at least 3 days prior to any department meeting it must be discussed as a first order of business at that meeting. Voting shall be by mail ballot if requested by any department member.

II COMMITTEE ELECTIONS

Unless specified otherwise in Article III, committee elections shall be as follows:

Nominations for positions on committees shall be by a nominating ballot. In the case of nominations which are not self-nominations the person or persons making the nomination must have secured the nominee's agreement to serve. The list of nominees shall be distributed to the department. Further nominations may be made in department meetings. Election will be held during the spring semester but started on or after April 1 and concluded by May 15. Membership to committees will be for 2 years with vacancies filled on a staggered basis. Newly elected members will take office on the 1st day of the fall term succeeding the election. A member may succeed himself. Special elections may be held during the year to fill vacancies. The nomination and election of members of the Grievance Committee may not begin until after the election for the Personnel Committee has been held.

The Business Committee will use the following procedures in the conduct of committee elections except as noted in the paragraph above:

1. Nominating ballot.
2. Election ballot.
Names of all persons nominated will appear on this ballot.

All persons receiving a simple majority of the votes cast will be elected unless there are N to be elected and more than N people receive a majority. In this case, the N people receiving the most votes will be elected. If there is a tie for the Nth position, a run-off election will be conducted.

3. Run-off ballot.
This will be used in two cases:
 - (1) as described above or
 - (2) if all positions are not filled.

Case 1: Those names tied for the Nth position will appear on the ballot.

Case 2: At least two names will appear for each vacant position.

The names will be selected from among those on the electing ballot which received the greatest number of votes less than a majority.

An election shall be declared deadlocked if the results of the Mth ballot do not:

1. elect an individual to every vacant position and
2. warrant a difference between the Mth and (M+1)th ballot.

In case of a deadlocked election, the Business Committee shall inform the Chair, who will call a department meeting.

III STANDING COMMITTEES

(a) Long Range Planning Committee

Membership: Each Program Committee shall elect a member. One member shall be elected from the Personnel Committee. The Department Chair will serve as Chair. The term of office shall be one year and will begin immediately upon election.

Duties: The Long Range Planning Committee is charged with identifying the requirements and expectations of the Department as they appear likely to exist two to ten years in the future, and propose policies and practices best calculated to satisfy these aspirations. The areas of concern include, but need not be limited to—

- i) Program development (new majors or specializations, new graduate degrees or programs)
- ii) Staff requirements and faculty balance
- iii) Physical facilities
- iv) Organizations and services

(b) Student-Faculty Advisory Committee

Faculty Membership: The Department Chair shall be a member. The Program committees in the Department shall each select one representative to a one year term beginning immediately upon election.

Departmental Student Membership: Each group of Department majors, (Mathematics, Mathematics Education, Statistics, and Computer Science) shall have one representative. Student members shall be selected by the departmental student club to one year terms beginning immediately upon selection.

Duties: As set forth in the Bylaws of the Student Faculty Advisory Committee, which may be changed only with approval of the Department Faculty. Also, other duties as may be assigned by the Department.

(c) Grievance and Equity Committee

Membership: 3 members elected by the Department at large. No member of the Personnel Committee shall be a member of the Grievance Committee.

Duties: Hear faculty grievances and act in accordance with college policy. To attempt to find and eliminate inequities within the Department by appropriate departmental action. To attempt to find and eliminate inequities between the members of the Department and the rest of the college by appropriate college action.

(d) Program Committees

There shall be established three Program Committees: Computer Science, Mathematics, and Statistics. Additional Program Committees may be established after review by the Long Range Planning Committee by a majority Departmental vote.

Membership: The department Chair shall be a voting member of each Program Committee. Each other Department member shall be a voting member of exactly one Program Committee. Such membership shall be in accordance with the faculty member's qualifications and personal choice.

At least three voting members are necessary to activate and maintain a Program Committee.

Duties: Each Program Committee shall be responsible for general supervision of course offerings and major programs within the area of specialization. Each Program Committee is responsible to the Course Committee with regard to recommended course offerings, staffing of courses and scheduling. Each program committee will submit proposals for new programs, new courses, changes in existing programs, catalogue revision and other significant policy changes to the Course Committee for review. After such review, the Program Committee may submit its proposal or revised proposal to the Department for action. Each Program Committee may establish such standing sub-committees as shall be necessary

to supervise the instructional program in a specific area, e.g., analysis, algebra, geometry. Membership on such sub-committees shall be open to all faculty of the Department. Program Committee meetings shall be open to all faculty. Membership on one program committee does not necessarily restrict teaching assignments to that area.

(e) Course Committee

Membership: Each Program Committee shall elect representatives from its membership to the Course Committee. A Program Committee shall be entitled to one representative for every six committee members or major fraction thereof ($n \geq 3$). The Department Chair shall be an ex-officio member of this Committee.

Duties: The Course Committee shall in consultation with the Program Committees be responsible for determining course offerings, scheduling and staffing of courses during the academic year. The Course Committee shall in consultation with the Program Committees and the Graduate Committee be responsible for determining evening division and summer session offerings. The Course Committee shall recommend qualified faculty to the Personnel Committee for staffing of summer session offerings. In general, the Course Committee shall act to coordinate the instructional program of the Department so as to meet the needs of Departmental programs and adequately provide service courses as needed by the College.

(f) Graduate Committee

Membership: The Committee will consist of four Department members elected from members of the Department who meet the published College criteria qualifying them to teach graduate courses.

Duties: Development and supervision of Departmental Graduate Programs and courses and conduct of graduate affairs within the Department.

(g) Business Committee

Membership: Three members elected by the Department at large.

Duties: Solicitation of nominations, conduct of elections and such other business matters as the Department may delegate to the Committee.

(h) Personnel Committee

Membership: Six members elected by the Department at large and the Department Chair.

Duties: The Committee is responsible for recommending and carrying out policies related to personnel, including faculty recruitment, renewal, retention, remuneration and promotion.

This shall include:

- i) The evaluation of faculty members eligible for renewal, retention, promotion or salary increase and presenting of recommendations to the appropriate college officers.
- ii) Assisting the Department Chair in representing departmental staff needs and expectations to the President and other appropriate college officers or committees.
- iii) Assisting in interviewing and recommending candidates for faculty appointments.

Minutes of all meetings of standing committees shall be posted. Each standing committee shall select its own chair and any representatives to which it is entitled at its first meeting following regular election or establishment of new members. Written ballot must be used if requested by any member.

IV
SELECTION OF DEPARTMENT CHAIR

The Department of Mathematics, Computer Science, & Statistics will, by a simple majority, elect the person to be recommended to the President as the Department Chair for a term of three years. Such elections will be conducted during the spring semester of the year in which the term of office of the incumbent chair ends and will be concluded prior to Committee elections. The Business Committee will proceed as follows:

1. Formal announcement of election and solicitation of nominating petitions will be made on February 1. Such nominating petitions shall place a faculty member's name on the election ballot if it is signed by a number of departmental faculty $> \frac{N}{5}$, where N is the number of active departmental faculty. The deadline for submitting nominating petitions will be on February 15.
2. Election ballots shall be mailed to all department members no later than February 28, (by campus mail to active faculty and by the fastest class of mail service to inactive faculty) and must be returned to the Business Committee no later than March 15.
3. The Business Committee will immediately publish the results of the election to the department faculty by mail as described in (2) above. If no candidate has secured the requisite majority, a new election ballot will accompany the results of the election. This ballot will include as candidates only those receiving a number of votes in the top two ranks, e.g., in the event of ties for first or second place all candidates tying would be included on the runoff ballot. The runoff ballot must be returned no later than April 1.
4. The Business Committee will then immediately publish the results of the runoff election. If no candidate has been elected, the election will be declared deadlocked and referred to the active departmental faculty for resolution at a special meeting which must be held within ten days. At such a meeting, secret ballots will be conducted until a candidate is elected or until the Department votes to declare the election deadlocked.

In the event that the election remains deadlocked, the names of the persons in the top two ranks shall be submitted to the President of the College. The President will be advised of the number of votes in the final ballot for each of these persons.

V
THE DEPARTMENT CHAIR

The Chair of the Department of Mathematics, Computer Science, & Statistics shall be Administrative Officer of the Department. The Chair shall discharge her/his responsibilities for supervision of personnel and the educational program of the Department in accord with the provisions of this Constitution and with the advice and consent of appropriate Standing Committees as established by this Constitution.

The Chair shall act as liaison to the College Administration in matters of interest to the Department and shall endeavor to secure those interests with the College Administration. It shall be the Chair's responsibility to keep the Department, or appropriate departmental committees, fully informed as to matters involving the College or SUNY administration that affect departmental interests.

Unless otherwise specified in Article III:

In any committee wherein the Chair is specified as a member in Article III, the Chair shall be a voting member of the committee, shall not be chair of the committee, and shall not be elected to the committee.

VI
REVISION

Committee (a) Long Range Planning Committee shall annually review the constitution and shall submit its proposals for revisions to the entire mathematics, computer science, & statistics faculty. Proposals for revision may be submitted by any member of the Department. Any proposal signed by $\frac{1}{3}$ of the Department or from Committee (a) must be voted upon. This vote must be by department mail. Any revision of the Constitution must be by a majority of the Mathematics, Computer Science, & Statistics Department faculty.