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| **College** | **The College of Liberal Arts and Sciences** |
| **Unit** | **School of Mathematical and Statistical Sciences** |
| **Document** | **Bylaws for the School of Mathematical and Statistical Sciences** |

**Unit and college approval**

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| **Date of approval by the faculty** | **May 5, 2023** |
| **Date of review by the dean** | **June 6, 2023** |

**Provost office approval**

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| **Vice Provost for Academic Personnel** | **Date** |

**Bylaws for the School of Mathematical and Statistical Sciences**

**The College of Liberal Arts and Sciences**

**Arizona State University**

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11. **General**
    1. **Preamble**

The School of Mathematical and Statistical Sciences in The College of Liberal Arts and Sciences at Arizona State University is governed by these Bylaws.

* 1. **Definitions**
     1. **Track Faculty** are all persons on tenured or tenure-eligible lines at ASU holding the rank of professor, associate professor, or assistant professor with appointments in the SoMSS. (Throughout track faculty refers to track faculty at any rank).
     2. **Career Faculty** includes all Non-Tenure Eligible (NTE) fixed-term faculty holding the title instructor, assistant teaching professor, associate teaching professor, teaching professor, clinical assistant professor, clinical associate professor, clinical professor, assistant professor of practice, associate professor of practice or professor of practice with appointments in the SoMSS.
     3. **Faculty** includes any person with a University faculty title who has a full or part-time appointment in the SoMSS.
     4. **School Assembly**, the governing body of the School, consists of all track faculty, all career faculty, all research faculty, and all academic professionals in SoMSS.
  2. **School Membership** includes all faculty and staff, and all persons identified in their letters of appointment as academic professional, post doctorate, teaching assistant, graduate teaching or research assistant, research assistant or associate, emeritus faculty, visiting faculty, research faculty, adjunct faculty, or faculty associate.
  3. **Election Procedures**
     1. Elections to fill *k* seats from a pool of *n* candidates:

Voting is done by secret ballot, using an approval voting system. The eligible voters and candidates are described separately in this document for each body being elected.

* + 1. All potential candidates for the position are asked whether they are willing to serve.
    2. The School Director shall ensure that a ballot is prepared that lists the *n* eligible candidates who have not withdrawn their names. The ballot return deadline shall be at least four full workdays from the time of distribution.
    3. Recipients of the ballots shall have three choices for each candidate: approve, abstain, or disapprove. In tabulating votes, numerical values are assigned as follows: approve (1), abstain (0), and disapprove (-1). Tellers will assign abstain (0) to any blank votes.
    4. Tallying the ballots will be overseen by at least two tellers appointed by the School Director. After the ballots are tallied, the *k* candidates with the highest sum are declared the winners of the election. If the *k*th-ranked candidate is tied with the (*k*+1)st-ranked candidate, the *h* candidates with higher rank sum than the *k*th-ranked candidate are declared winners and all candidates with the same rank sum as the *k*th-ranked candidate shall be considered tied. The tellers shall determine winner(s) resolving the tie using random numbers in such a way that each tied candidate has an equal probability of winning.
    5. In cases where multiple seats are available but where the seats may have different conditions or eligibility requirements, the above procedure is used to fill all of the available seats with a single election. The ballot shall specify in which order the seats will be filled. After tallying, the tellers will fill the seats in the specified order, with the winner of each seat being the candidate eligible for the position with the highest tally. Someone who has won a seat in an election is not eligible to win a second seat as part of the same election.
    6. The tellers shall prepare a report with the vote tallies and rankings. The School Director shall then inform the School of the winner(s) of the election, but vote counts and rankings are to be kept confidential. The tellers' report and the ballots shall be retained for at least 30 days.
  1. **School meetings:** Voting in School meetings shall be by voice vote, a secure online poll for online teleconferencing meetings, or by show of hands unless a School Member requests a secret ballot. If a paper ballot is used, the results shall be counted by two tellers appointed by the Director, and the ballots shall be destroyed after the results are announced.
  2. **Eligible voters:** For all elections or votes, eligible voters have at least 50% employment in SoMSS. Except as specified elsewhere in this document, or specified by university documents, for elections of career faculty to committees, the eligible voters are all career faculty; for elections of track faculty and academic professionals to committees, the eligible voters are track faculty and academic professionals. Specifically, for election of members to committees, the members vote for their representatives on the committees. They do not vote for members from other groups. In this respect, academic professionals are grouped with track faculty for the purposes of voting but may not always have representation on any given committee.
  3. **Relation to College, University, and Board of Regents**Policies and procedures in these Bylaws that conflict with those of (a) The College of Liberal Arts and Sciences, (b) Arizona State University, or (c) the Arizona Board of Regents, shall not take effect.

1. **School Officers**
   1. All School Members share in the responsibility for the School's success in its mission to teach, do research, and serve the University and the community. In general, the Director of the School, with the advice of the faculty, is responsible for coordinating the day-to-day as well as the long-term management of the School, while faculty members with the advice of the Director are responsible for the quality of the instructional program. In addition to their teaching responsibilities, faculty members share in the leadership responsibilities outlined below.
   2. The School Officers are the School Director, the Associate Directors, and the Academic Senators. If a School Officer is to be on leave for one semester during a term of office, a replacement may be appointed to serve in an acting position for the one semester. However, if an individual is to be gone for two semesters, a replacement will be elected or appointed, as appropriate, unless a special circumstance, as judged by the supervising official (Director or Dean), warrants a different approach.
   3. **The School Director**
      1. The School Director is a tenured professor.
      2. **Responsibilities**: The School Director is responsible for the efficient execution of University policies and for overall leadership of the unit, but shares this responsibility with members of the faculty through discussion and other democratic procedures. Recommendations made by the faculty and staff are advisory to the Director, who is ultimately responsible for the successful management of the School. Faculty members and academic professionals participate in a regularly established procedure to evaluate the performance of their Director and to share their opinions with the Dean. The Director leads the faculty in envisioning the future potential and trends of the mathematical sciences and in shaping the development of the School by appropriate hiring and resource allocation. Through contact with faculty in other units, the Director may identify opportunities for interdisciplinary research and encourage suitable initiatives. The Director represents the School in its official business with other University personnel, with the students, and with the public. The Director seeks to maintain a productive atmosphere and encourages excellence in each School Member.
      3. The School Director serves as a non-voting, ex-officio member of the Personnel Committee and the Executive Committee.
      4. The Director shall:
         1. Represent the School's needs for budgetary support, personnel, physical facilities, computing equipment, etc. to University administrators.
         2. Inform the faculty about important developments and issues.
         3. Efficiently use available resources in carrying out the School's academic mission.
         4. Perform personnel actions pertaining to the faculty and academic professionals: annual performance evaluations of faculty and academic professionals, recommendations on promotion and tenure, recommendations on faculty appointments and reappointments, recommendations on salary adjustments including market and equity components, guidance of junior faculty.
         5. Perform personnel actions pertaining to staff: recommendations for appointments, reclassifications and promotions, annual performance evaluations, recommendations for salary adjustments including market and equity components.
         6. Manage the School's day-to-day operations: the design of teaching schedules, the determination of teaching loads, the assignment of School Members to courses, the supervision and coordination of instruction, the management of the School's budgetary affairs, and the organization and supervision of support staff.
         7. Schedule and chair School meetings.
         8. Appoint standing and ad-hoc committees.
         9. Appoint Associate Directors to the Leadership Team of the SoMSS.
         10. See to the election of the School's Academic Senators and appoint or see to the election of other official School representatives.
         11. Assume all other responsibilities specified in The College Bylaws and the University ACD manual.
      5. **Selection**: The School Director is appointed by the Dean of the College.
         1. The appointment and membership of a Director Search Committee will adhere to the policies in ACD 111. The Dean of The College will be responsible for constituting the search committee. At least half of the members of the Search Committee shall be elected tenured faculty and continuing academic professionals, elected following the procedure in I.C. If the Dean requests that a career faculty member be on the Search Committee, this faculty member shall also be elected following the procedure in I.C. If the Dean requests additional appointed faculty members, those faculty are nominated to the committee by the Executive Committee.
         2. The Search Committee is responsible for recommendations to the Dean concerning the relative merits of candidates for the position. To the extent permitted by relevant College and University policies and procedures governing searches for administrative officers, the search for a School Director should be as open a procedure as possible. In the initial stages, members of the School Assembly will be encouraged to make nominations in an effort to strengthen and diversify the pool of candidates. After the Search Committee has narrowed the field, the candidates' vitae should be made available to faculty and academic professionals.
         3. Prior to making its final recommendations to the Dean, the Search Committee shall solicit input from the School Assembly. Through a secret ballot, track faculty may rate each candidate as “acceptable” or “not acceptable,” and evaluate their strengths and weaknesses. The voting results shall be made available to voting members and included in the Search Committee's report to the Dean. Through a separate secret ballot, the remainder of the School Assembly may rate each candidate as “acceptable” or “not acceptable,” and evaluate their strengths and weaknesses. The voting results shall be made available to voting members and to the Search Committee.
   4. **The Associate Directors with the Director form the Leadership Team of the SoMSS**
      1. The School Director (SD) appoints members of the Leadership Team of Associate Directors (ADs) of the SoMSS for two-year renewable terms, in consultation with the Executive Committee.
      2. Each AD is a full-time senior member (tenured associate professor, tenured professor, or teaching professor) of the School Assembly, and has the experience relevant to the specific responsibilities.
      3. Each AD has a set of responsibilities relevant to their assignment and oversees a committee with representation across relevant areas of the SoMSS. Faculty members on these committees are appointed by the School Director, after consultation with the relevant AD, and the Executive Committee.
      4. ADs are not eligible for election to the Personnel Committee, Executive Committee, or Instructional Mathematics Personnel Committee. They cannot serve concurrently as AD and as a member of one of these committees.
      5. ADs, with associated committees, may be appointed as needed. Likewise, if no longer needed, specific AD positions may be eliminated.
      6. In the case of a planned prolonged absence of the School Director, the Dean appoints a member of the Leadership Team as the Acting Director for the period of absence. In cases of short term absence, the Associate Director for Graduate Programs is typically assumed to take on the role of Acting Director.
   5. **Associate Director for Graduate Programs (abbreviated ADGP)**

The ADGP is a tenured faculty member who has considerable experience in working with graduate students. The ADGP chairs the SoMSS Graduate Committee, serves as liaison between the School and the Graduate College, and directs all activities related to the mathematics graduate programs as assigned by the Director.

* 1. **Associate Director for Undergraduate Programs (abbreviated ADUP)**

The ADUP is a tenured faculty member who has considerable experience in working with undergraduate students. The ADUP chairs the SoMSS Undergraduate Committee, serves as the liaison between the School and the Office of Career Services, the Honors College, and The College, and directs all activities related to the undergraduate mathematics programs as assigned by the Director.

* 1. **Associate Director for Instructional Mathematics (abbreviated ADIM)**

The ADIM is a senior faculty member who has considerable experience in instructional activities focused on service courses of the SoMSS. The ADIM chairs the SoMSS Instructional Mathematics Committee, serves as the liaison between the School and all client disciplines, as well as relevant Community Colleges, and directs all activities related to the service-level instructional programs of the SoMSS, as assigned by the Director.

* 1. **Associate Director for Faculty Development (abbreviated ADFD)**

The ADFD is a tenured faculty member who has considerable experience in program development in teaching and research, mentoring of early career professionals, and broad national recognition. The ADFD coordinates all activities related to the broad development of the SoMSS and its faculty, as assigned by the Director.

* 1. **Academic Senators**
     1. The School's Academic Senators will be elected for a term specified by the Academic Senate in the spring of the year preceding the beginning of service. All School Members who are members of the Academic Assembly of the University and do not hold an administrative appointment of half-time or more are eligible to be the School's Academic Senators and can vote in elections for these positions.
     2. Responsibilities include:
        1. Attending all Academic and College Senate meetings or arranging a substitute.
        2. Representing the interests of the School through the Academic Senate and College Senate.
        3. Bringing University, Academic Senate, and College Senate concerns back to School Members.
        4. Assisting with the performance evaluation of the School Director.
        5. Participating on Academic and College Senate committees.

1. **Meetings**
   1. The School Director calls and conducts regular School meetings at least once each semester. Unless specified otherwise by the Director, all faculty and academic professionals are invited to attend and participate in the discussion. Except in emergencies, the Director shall announce meetings at least one week in advance and distribute the agenda at least two days before the meeting. The Director must place an item on the agenda or call a special meeting to discuss a particular item whenever presented with a request in writing signed by three or more members of the School Assembly.
   2. School business will be conducted only when a quorum is present. A quorum is 25% or more of the School Members invited to the meeting who are not on leave.
   3. Track faculty members may vote on any issue discussed in School meetings. Academic Professionals with continuing appointments may vote on any issue discussed in School meetings except those involving curriculum decisions, research directions, and evaluation of faculty. Career faculty may vote on curricular issues that are associated with their specific teaching roles, which may also include the graduate curriculum.
   4. Except as provided otherwise in this document, a simple majority of those voting at a School meeting shall suffice for adopting a measure. Normally, voting in School meetings follows the procedure described in I.D.
   5. Ballots for senators, elected committees, and amendments to School Documents will be conducted by web-voting. Advisory votes on personnel actions such as promotion and tenure will be conducted during the promotion and tenure meeting, or meeting for promotion of career faculty, by faculty who are at, or above the rank, of the candidate seeking promotion, or promotion and tenure. Only faculty present in person at the meeting may vote. Short Proxy statements may be submitted by absent faculty members to be read by the PC, or IMPC, Chair conducting the meeting.
   6. The School Director is responsible for preparing and distributing minutes of each meeting, or for assigning another person to do this task. Minutes should be distributed within one week of the meeting. It is the Director's responsibility to ensure that the minutes are filed electronically in the Director's Office folder on the School's system.
2. **Committees**
   1. All faculty members are expected to participate in the functioning of the School through service on School committees. It is expected that discussions on personnel issues at all meetings are confidential. Unless otherwise stated, career faculty on committees do not participate in decision-making processes that relate to personnel matters for TT faculty, and staff members do not participate in decision-making processes on any personnel issues for faculty. Track faculty at the rank of associate professor on committees do not vote on, or participate in discussions regarding, promotions to professor. Career faculty at the rank of associate professor on committees do not vote on, or participate in discussions regarding, promotions to professor. In general, committee members on elected and appointed committees serve two year staggered terms, with half of the membership elected, or appointed, each year.
   2. **Elected Committees**
      1. **Personnel Committee (abbreviated PC)**
         1. **Responsibilities:** The PC is charged with making recommendations on evaluation and promotion of all track faculty and academic professionals with continuing appointments.
         2. The particular responsibilities of the PC include the following as they pertain to the faculty:
            1. Evaluating and deciding whether to recommend track faculty for promotion and/or tenure, in coordination with the promotion and tenure committee for each candidate seeking a promotion. The promotion and tenure committee for each candidate is appointed by the Director.
            2. Advising the Director on annual performance evaluations and post-tenure review of all track faculty and annual evaluation of academic professionals with continuing appointments.
            3. Evaluating and making recommendations on sabbatical proposals from the track faculty.
            4. Evaluating and making recommendations on the progress of probationary track faculty in performance reviews specified by the College.
         3. **Selection**: The PC shall have six members:
            1. Two tenured professors.
            2. Two tenured associate professors.
            3. Two members at large who may be either tenured or tenured associate professors.
            4. The above ordering indicates the order in which the positions should be filled based on the number of votes obtained from the election.
            5. Members of the PC are elected for two-year terms, with one person in each of the three categories elected by February 1. The two-year terms start after Spring Break, or March 15, whichever is earlier, of the year of the election. Eligible voters are track faculty. Voting uses the process described in I.C.
            6. A candidate is not eligible if known to be on leave during all or part of the first year of the term, or if they intend to apply for promotion during the next academic year, or if they are a member of the EC, or if they are a member of the Ombuds Committee. PC members completing a term must wait one year before being eligible for candidacy for this committee again. The School Director and Associate Directors are not eligible to serve on the PC.
            7. If a member of the PC is unable to finish a term, a special election shall be held for a replacement in the same category to serve for the remainder of that term. For this purpose, a member shall be considered to be unable to finish the term in the following cases: a member intends to apply for promotion and or tenure during the next academic year, a member will be on leave during all or part of the second year of the term, a member becomes School Director or one of the Associate Directors.
            8. After the election, the PC elects one of the professors on the committee to serve as Committee Chair. The procedure in I.C. is followed, and all professors on the PC are placed on the ballot.
      2. Instructional Mathematics Personnel Committee (abbreviated IMPC)
         1. **Responsibilities:**
            1. Provide evaluation recommendations of full-time career faculty to the School Director using procedures in accord with Section VI.A.
            2. Provide the School Director recommendations on the renewal and promotion of full-time career faculty using procedures in accord with Section VI.C and Section VIIB.
         2. **Selection:** The IMPC shall have six members: two career faculty at the rank of professor, two career faculty at the rank of associate professor, and two members at large who may be career faculty at the rank of associate professor or professor. This ordering indicates the order in which the positions should be filled based on the number of votes obtained from the election.
            1. Members of the IMPC are elected for two-year terms using the procedure in I.C, with one person from each category elected by February 1. The two-year terms start after Spring Break, or March 15, whichever is earlier, of the year of the election. Only career faculty are eligible to vote. A candidate is not eligible if they intend to apply for promotion during the next academic year, or if they are a member of the EC, or if they are a member of the Ombuds Committee. IMPC members completing a term must wait one year before being eligible for candidacy for this committee again.
            2. If a member of the IMPC is unable to finish a term, a special election shall be held for a replacement in the same category to serve for the remainder of that term. For this purpose, a member shall be considered to be unable to finish the term, for example, if that member intends to apply for promotion during the next academic year.
            3. After the election, the IMPC elects one of the members with the highest level of seniority on the committee to serve as Committee Chair. The procedure in I.C. is followed with all members with the highest level of seniority on the IMPC placed on the ballot.
      3. **Executive Committee (abbreviated EC)**
         1. **Responsibilities:**
            1. Advising the Director on long range planning issues affecting the entire School.
            2. Revisit the strategic planning document for hiring each academic year.
            3. Advising the Director on budget issues.
            4. Advising the Director on appointments and responsibilities of the Associate Directors.
            5. Advising the Director on appointments to appointed committees.
            6. Making recommendations to the Director on School hiring priorities, recruitment procedures for new faculty, advising on target hires, and providing input to the Director on construction of search committees.
            7. Consultation on appropriate executive functions pertaining to track and NTE faculty when requested by the School Director.
            8. Career faculty do not participate in, nor vote on, discussions or recommendations that relate to target appointments and appointments of track faculty.
         2. **Selection:** The EC shall have eight members:
            1. Four tenured members of the School, elected by the School track faculty.
            2. Two tenured members of the School, appointed by the Director. The intent of the Director's appointees is to ensure a degree of balanced representation of the diverse area interests in the School.
            3. Two career faculty members elected at large by the career faculty.
            4. The School Director and Associate Directors are not eligible to serve on the EC. Each member of the EC shall serve a two-year term. A candidate is not eligible if known to be on leave during all or part of the first year of the term. Members of the PC or IMPC cannot simultaneously serve on the EC. Each year, the School track faculty will elect two tenured members and the career faculty will elect one member using the selection process described in I.C. The Director will then appoint a third tenured faculty member.
            5. If an elected member of the EC is unable to finish a term, a special election shall be held for a replacement in the same category to serve for the remainder of that term. If an appointed member of the EC is unable to finish a term, the Director will appoint a replacement tenured faculty member to serve for the remainder of that term. For this purpose, a member shall be considered to be unable to finish the term in the following cases: a member will be on leave during all or part of the second year of the term or a member becomes the School Director or one of its Associate Directors.
            6. After the election, the EC elects one of its members, from the track faculty, to serve as Committee Chair. The procedure in I.C. is followed.
      4. **Ombuds Committee**
         1. **Responsibilities**
            1. Listening to and counseling School Members with issues relating to the School's functions, and making recommendations to the School Director on appropriate resolutions.
            2. Recommending further steps to individuals when problems cannot be resolved at the School level, and informing individuals of the appeals process.
         2. **Selection**
            1. The Ombuds Committee shall consist of three members of the School Assembly; two who have tenure or continuing status, excluding the School Director and Associate Directors and one career faculty member at the rank of associate professor or professor. Members of the Ombuds Committee are elected each March to fill vacancies, in an election held after the PC, IMPC and EC elections; members serve a two-year term starting the next academic year after the one in which they were elected. A candidate is not eligible if known to be on leave during all or part of the first year of the term.
            2. If a member of the Ombuds Committee is unable to finish a term during the academic year, a special election shall be held for a replacement to complete that term. For this purpose, a member shall be considered to be unable to finish the term in the following cases: a member will be on leave during all or part of the second year of the term; a member is elected to the PC or IMPC; a member becomes School Director or one of its Associate Directors, or is otherwise unavailable.
            3. School Members may not serve on the Ombuds Committee during, or in the year following, a term as School Director or member of the PC or IMPC. After the election, the Ombuds Committee elects one of its members to be chair using the procedure in I.C. All track faculty members of the Ombuds Committee are included on the ballot for chair.
   3. **Appointed Committees**

Members of appointed committees are appointed by the School Director, with advice from the Associate Directors, and Executive Committee. The Director should take into account the advice and concerns of various sub-disciplines of the School when making committee assignments. The School Director shall normally appoint one of the committee members to serve as chair of the committee, except when the committee is chaired by the appropriate AD.

D. **Diversity, Equity, Inclusion and Belonging Committee**

The purpose of the Diversity, Equity, Inclusion and Belonging Committee (DEIB) is to advise the Director on issues pertaining to diversity, equity, inclusion and belonging. The Chair of the Committee is appointed by the Director. Members are also appointed by the Director, and shall include membership from all faculty groups, to include track faculty and career faculty, as well as staff. In all recommendations and interviews that relate to the hiring process, participation is limited to those faculty members of the DEIB who are tenure track faculty, for tenure track hires, or are faculty for all other faculty positions.

**E. Ad Hoc Committees (Appointed or Elected)**

The School Director, standing committees, or the School Assembly may appoint or call for the election of ad hoc committees or subcommittees to carry out specific tasks, for terms that are no longer than two years. When the task is completed, the ad hoc committee is automatically dissolved. The task of a special committee is limited by the duties delegated by these Bylaws to the authority creating it. The School Assembly shall be notified concerning the charge and membership of any special committee by the authority creating the committee.

1. **Appointment of Personnel**
   1. **Joint Appointments** between the SoMSS and other units within Arizona State University are allowed and often strengthen the SoMSS and ASU. All joint appointments are governed by the policies of The College of Liberal Arts and Sciences and Arizona State University.
   2. **Full-time track appointments**
      1. When new track faculty positions become available, the Director, in consultation with the EC (after seeking input from representatives of sub-disciplines in the School), determines the research area(s) in which the School will attempt to recruit new faculty. Once the areas of recruitment have been established, the School shall advertise the new positions following University guidelines.
      2. The Director, in consultation with the EC, constitutes one or more ad hoc Hiring Committees. Each committee will contain three to six members, and at least half of the committee members will be elected from the track faculty who are not on leave for any part of the academic year, with all track faculty eligible to vote. The remaining members are appointed by the Director.
      3. Elections of faculty to Hiring Committees will use the procedure of Section I.C with the following adjustments. When there is more than one Hiring Committee, there will be separate elections for each committee; these elections may be held simultaneously. Faculty will have a single opportunity to withdraw their name from Hiring Committee elections taking place at a given time. If a faculty member is elected to more than one Hiring Committee, he or she may decline from serving on some of those committees. When a faculty member is elected to but unable or unwilling to serve on Hiring Committee *X* for any reason, their replacement will be the next highest ranked candidate from the ballot for Hiring Committee *X* who is able and willing to serve on the committee.
      4. All members of each committee should take the available diversity training and are expected to follow all current university and college hiring policies in the search process. Once a Hiring Committee is formed, the School Director appoints one member to chair the committee. A track faculty member of the DEIB committee may attend any meeting of the Hiring Committee.
      5. Each Hiring Committee develops a list of finalists and submits the list to the Director. A track faculty member of the DEIB committee should attend this meeting with the Director.
      6. The application files of finalists are made available to all track faculty for comment. Taking into account comments from the interested faculty, the Director decides which of the candidates should be invited for interviews. All communication with candidates prior to their visit is done by the Director.
      7. Candidates invited to visit the School shall be interviewed formally by the Hiring Committee(s); EC track faculty members may also attend these interviews. Track faculty members of the DEIB committee may also have a meeting with each candidate. Candidates shall be encouraged to meet with as many faculty members as possible. After a visit, the track faculty are encouraged to make written comments about the strengths and weaknesses of a candidate. The written comments are submitted to the Chair of the appropriate Hiring Committee, who shares them with the Committee and the School Director. The School Director and Hiring Committee(s) further discuss the merits of the candidate, and the Hiring Committee(s) shall make recommendations to the Director concerning the acceptability, strengths, and weaknesses of the candidate. The track faculty members of the DEIB committee may also present written feedback to the School Director, separately from the Hiring Committee. Finally, after considering all feedback and recommendations, the Director shall decide whether to recommend to the Dean that the candidate(s) be offered a position.
   3. **Career Faculty**
      1. The procedures for hiring career faculty are the same as those for track faculty with the exception that all track and career faculty are eligible to be on the ballot to serve as hiring committee members and to vote in that election. Career faculty who are members of the DEIB committee may also participate in the decision making progress, regardless of their rank.
   4. **Academic Professionals**

The procedures for hiring Academic Professionals are the same as those for track faculty with the exception that all track faculty and academic professionals are eligible to be on the ballot to serve as hiring committee members and to vote in that election.

* 1. **Instructors**

The procedures for hiringinstructors are the same as those for track faculty, except that all members of the faculty (including track and career faculty) are eligible for election to the Hiring Committee(s).

* 1. **Faculty Associates**

The recruitment of Faculty Associates is the responsibility of the Director in consultation with the Associate Director for Instructional Mathematics and, where appropriate, the Associate Director for Undergraduate Programs.

* 1. **Visiting Faculty**

When paid visiting positions become available to the School, the Director will invite all faculty members to nominate candidates for the positions. Nominees are then invited to apply. The Director may also solicit applications by advertisement in appropriate publications. After all applications are received, the Director shall prepare a list of finalists for presentation to the track faculty for comment. After receiving the comments, the Director, in consultation with the EC and the ADs, shall make the final hiring decisions.

* 1. **Procedures for Targeted Appointments**

Any faculty member may identify a truly outstanding candidate for a position in the School and may bring such a candidate to the attention of the Director. If the Director decides that the candidate merits further consideration, the Director shall then meet with the EC to decide whether to request approval from the Dean and Provost to pursue a targeted hire for the candidate. Any candidate for targeted hire must be able to bring special abilities to the School that would normally not be obtainable through the usual hiring process, and should enjoy the unanimous support of the Director and the EC. A report from the EC summarizing their deliberations of the candidate for the targeted appointment must accompany the Director's report to the Dean's office. Career faculty on the EC committee will be excused from discussions (and accordingly from voting) on matters relating to any target hires for track faculty. A member of the DEIB committee may attend the meetings at which a targeted candidate is considered, subject to the same restrictions that apply for hiring, in that only track faculty members participate in discussions relating to target hires for track faculty, and only track and career faculty may participate in discussions related to target hires for career faculty.

* 1. **Procedures for Postdoctoral Appointments**

The procedures for hiring postdoctoral fellows are the same as those for track faculty.

* 1. **Procedures for Adjunct Appointments**

Adjunct appointments are made by the Director after consultation with the EC and are dealt with on a case-by-case basis. Adjunct faculty may serve on graduate degree committees, participate in grants, and work with students in the School as appropriate. They are members of the School but are not members of the School Assembly and therefore do not have voting rights. Adjunct appointments are generally unpaid and require approval from the Dean of Natural Sciences.

1. **Evaluation of School Members**
2. **Annual performance evaluations**

Annual performance evaluations of School Members are conducted according to the procedures in the document “SoMSS Evaluation Plan.”

1. **Probationary reviews of faculty**

All probationary faculty are reviewed periodically as specified by University policy and College guidelines. The purpose of these reviews is to provide guidance on the individual's progress. The review should resemble a tenure review, except that outside letters are not normally solicited. As in the review for tenure, the Director and the PC prepare separate statements of recommendations and suggestions to be forwarded to The College and the Dean.

1. **Review for career faculty**

All career faculty are reviewed prior to the final year of the fixed-term appointment as specified by The College guidelines. These evaluations are conducted according to the procedures in the document “SoMSS Evaluation Plan.”

1. **Appeal procedures**

Appeals of annual performance ratings must be made at The College level. Bylaws violations shall be reported in writing to the Ombuds Committee, with simultaneous notification of the School Director. The Ombuds Committee shall deal with the issue and make appropriate recommendations.

1. **Promotion Policies**
   1. All evaluations for promotion, tenure, or promotion and tenure of track faculty and continuing status of academic professionals shall be conducted according to the latest approved version of the document “SoMSS Promotion and Tenure Policies.”
   2. All evaluations for promotion of career faculty shall be conducted according to the latest approved version of the document “SoMSS Career Promotion Policies.”
2. **Adoption and Amendment of the Bylaws**

For the purpose of approving, altering, amending, or repealing these Bylaws, a quorum of the School Assembly is defined as one-half of the eligible voting members of the School Assembly. These Bylaws will become effective upon approval by at least two-thirds of a quorum of the School Assembly in a secret ballot and upon approval by the University. They may be altered, amended, or repealed by a vote of a quorum of the School Assembly in a secret ballot where voters may choose between approve, disapprove, or abstain for the given action. The action is approved if at least two-thirds of the voters selecting either approve or disapprove vote to approve the change. Proposals for amendments to the Bylaws must be made available to the voting members of the School Assembly at least eight days prior to the date on which action is to be taken upon them. For an online ballot, the materials must be made available to the voting members of the School Assembly at least eight days prior to the close of the ballot.

1. **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the School in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules the School may adopt.