

GUIDELINES

Department of Mathematics & Statistics

We, the Faculty of the Department of Mathematics and Statistics, enact this Charter, which shall serve as the primary governing document for the Department.

The Faculty and the Chair share in the governance of the Department, the former as a self-governing body of scholars, the latter as the Executor and Representative of the interests and mission of the Department.

The Department consists of two units, the Mathematics Unit and the Statistics Unit. These Units are autonomous within their own spheres and share in the governance of the Department in dealing with those issues involving the Department as a whole.

Part I: The Department

The Department consists of the faculty of the Mathematics Unit and the Statistics Unit.

A. Composition

The Faculty consists of all non-visiting persons employed within the Mathematics Unit or the Statistics Unit, and designated by their Unit as a member of the Faculty.

B. Faculty Meetings

A Faculty meeting is a meeting of the Faculty called by the Chair. All members of the Faculty are eligible to participate. A quorum for a Faculty meeting shall consist of a majority of the Faculty who are in residence, that is, not on leave or sabbatical. The General Faculty is the Faculty present in a Faculty meeting in which there is a quorum. Unless otherwise indicated, a majority of the General Faculty is required for action.

The Chair must call a Faculty meeting upon written petition by three members of the Joint Liaison Committee, or upon written petition by at least one-fourth of the Faculty; the announcement of such a meeting must be made within five working days of receipt of the petition, and the meeting must be held within two weeks of the petition.

The Chair may call a Faculty meeting on the Chair's own authority.

C. Mechanics of Faculty Meetings

Minutes shall be kept of all Faculty meetings, distributed to the Faculty, and approved at the next Faculty meeting. The Chair shall maintain a journal of the approved minutes of all Faculty meetings; this journal shall be available for public inspection.

The annual budget proposal shall be presented by the Chair to the Faculty at a Faculty meeting, and must be approved by the General Faculty before submission to the Administration. The budget approved by the Administration shall be distributed to the Faculty. In addition, all major expenditures as shall occur from time to time shall be reported to the Faculty.

The Faculty meetings shall be conducted according to [Robert's Rules of Order](#). Absentee voting with sealed and signed ballots shall be permitted. Absentee ballots must be presented to the Chair by the beginning of the relevant Faculty meeting. Proxy votes, in which the proxy is made in writing and presented to the chair by the beginning at the meeting, shall be permitted.

D. Powers of the Faculty

The Faculty may enact legislation consistent with this Charter, in particular, on any matter presented to it by the Chair or by the Joint Liaison Committee; however, the authority of the Faculty shall be limited by the autonomous authority of the individual units. All such legislative acts, except those specified below, require a majority of the General Faculty for passage, and are binding on the governance of the Department.

The Faculty shall make nominations for representatives in the College and other higher-level committees and functions.

The Faculty shall be consulted on all extraordinary business affecting the Department as a whole that is before the Department, and may review all regular business before the Department, so long as said review does not impinge upon the autonomy of the individual units.

E. E-votes

Departmental business which requires Faculty approval, and which the Chair judges to be appropriate, may be presented electronically.

Electronic presentation consists of: (1) e-mail to all voting Faculty stating the item to be approved, describing voting procedures, and stating the voting deadline; and (2) complete paper copies of the e-mail message distributed to all recipients. The process will include at least two successive weekdays for Faculty discussion and debate by e-mail, and up to one correction or seconded modification to the item (more than one will throw the issues into a regular Faculty meeting). Discussion may include requests that the issue be handled in a regular Faculty meeting (which, if seconded, will end the e-vote). The stated deadline on voting will be 4 to 7 days after the first announcement.

The voting will be by paper ballot or e-mail to the Chair or whomever the Chair designates. It will be counted if and only if a majority of the Faculty vote; the item will pass if and only if a majority of those voting approve. If the votes are counted, the results will be distributed electronically and to mailboxes. The names of all those voting, with no other information, will be given in alphabetical order.

Article I: The Chair

There shall be a Chair for the Department of Mathematics and Statistics appointed by the Dean of the College of Arts and Sciences in accordance with this Charter.

A. Duties of the Chair

The Chair shall be the Executor and Representative of the interests and mission of the Department. The Chair shall be a tenured or tenure-earning member of the Faculty. The Chair's primary responsibilities shall be to provide leadership and direct the administration of the Department's scholarly, fiscal, and operational activities. The Chair shall act as the liaison between the Faculty and the Administration.

B. Term in office

The Chair shall be appointed for a four-year term. No Chair shall serve consecutive terms without standing in an open election.

C. Selection of a Chair

In the Spring of the third year of a Chair's term, the Chair shall call a Faculty meeting, in which the Faculty shall elect six tenured members of a Search Committee with at least one member representing each unit. The Dean shall select the seventh member of the Search Committee. The Search Committee shall issue Guidelines to the Faculty explaining the manner in which nominations for the new Chair are to be obtained. The Guidelines shall state whether the search for a new Chair shall include candidates external to the University. These Guidelines shall be approved by the General Faculty and the Dean. The Search Committee shall then begin its search in a manner consistent with the Guidelines.

The Committee shall present to the Faculty a list of names for nomination. At a Faculty meeting called for this purpose, a vote by secret ballot shall be held for each candidate. Candidates receiving a majority vote of the Faculty shall be nominated to the Dean. A candidate not receiving a majority of the Faculty vote shall not be nominated. A list of the candidates nominated by this vote shall be submitted to the Dean along with reports on the nominations submitted by the two units in accordance with their procedures.

D. Selection of an Acting Chair

If the Chair's term ends, and no successor has been nominated, or if the Chair is unable to serve, the Faculty shall nominate to the Dean an Acting Chair from among its tenured members, for a term of at most one year.

E. Removal of the Chair

The General Faculty has the power to recommend the removal of the Chair.

Upon the presentation of a written petition of three members of the Joint Liaison Committee, or by a majority of the Senior Committee of either unit, or a written petition of at least one-fourth of the Faculty, for a meeting of the General Faculty to consider the removal of the Chair, the Chair shall call a General Faculty meeting within five days to institute a departmental referendum on the removal of the Chair. This referendum shall be conducted in a manner to be determined by the General Faculty, and shall be by a secret ballot of the tenured and non-tenure-track Faculty. If two-thirds of the tenured and non-tenure-track Faculty support the removal of the Chair, the recommendation for removal shall be reported to the Dean for action.

Article II: Operations

Most of the operations of the Department shall be done within the two Units. However, certain operations and authority, as described in this Charter, shall be conducted at the Departmental Level.

A. Articulation

The two Units shall, within the limits set by this Charter, have the authority to conduct their affairs and the Department shall give full faith and credit to the internal, personnel, and accreditation actions of each Unit, and the individual Units shall thus be responsible for said actions.

In particular, the Units shall have the power to make faculty assignments and conduct annual and other Faculty evaluations; admit and accredit students; determine and operate their respective curricula, assigning any curricular conflicts to resolution by the Joint Liaison Committee; recommend to the College the appointment, tenuring, promotion, and assignment of emeritus status; and exercise other authority appropriate to the Unit level.

Each Unit shall compose and maintain a Unit Charter which determines the governance and operation of that Unit and which articulates with this Department Charter. In addition, each Unit shall compose and maintain Tenure and Promotion Guidelines. Each Unit must present these documents to the General Faculty for advice, and to the College for consent.

B. Assignment of Summer Courses

Concerted effort will be made to provide at least one course each to every nine-month, full-time faculty member who desires to teach in the summer. Second summer courses will be made available to full-time faculty members only after every nine-month, full-time faculty member who requested a summer assignment has received an assignment of one course.

C. Committees

The two units shall select a Joint Liaison Committee to oversee the articulation and liaise between the two Units. Each Unit shall select two members to serve on this Committee, which shall report to the General Faculty of the Department; in this Committee, a majority shall be three or four votes. This Committee shall have the power to call a meeting of the General Faculty and to present matters and issues before the General Faculty.

In addition, the Faculty may, by a majority vote of the General Faculty, create and elect an Ad Hoc Committee, consisting of Faculty Members (and all Faculty Members shall be eligible for membership) to make recommendations on extraordinary business before the Faculty.

Each Committee shall elect its own Chair, distribute its minutes, and hold meetings open to all of the Faculty.

D. Other Department Officials

The Chair shall appoint Administrative Officers for the Department with approval of the General Faculty. The executive authority delegated by the Chair, along with the term of appointment, duties and compensation shall be specified in writing. Among these officers are:

1. The Associate Chair, who shall serve a term of four years.
2. The Director of the Center for Mathematical Services, who shall serve a term of four years.
3. The Teaching Assistant Supervisor, who shall serve a term of two years.

Article III: Amendments

This Charter may be amended in any General Faculty meeting upon proper motion and concurrence of a majority of the Faculty, provided that the motion to amend, including the proposed amendment, was distributed to the Faculty at least twenty working days before the meeting to vote on the amendment, and so long as said amendment does not impinge upon the autonomy of the individual Units.

Article IV: Consistency with Laws and Regulations

The preceding statements shall not be construed in any manner so as to conflict with the Laws of the State of Florida, the Policies of the Board of Regents, the Regulations of the University of South Florida, or the Regulations of the College of Arts and Sciences.

Part II: The Mathematics Unit

Article I: The Mathematics Faculty

The Faculty of the Mathematics Unit is the legislative body of the Unit.

A. Composition

The Mathematics Faculty consists of all non-visiting persons employed within the Mathematics Unit at the rank of Assistant Professor, Associate Professor, Professor, or University Professor, or any Instructor, or any person employed in the Department of Mathematics and Statistics and so designated by a majority vote of the Faculty. In addition, for each rank, the Mathematics Faculty-at-Rank consists of all Mathematics Faculty at or above that rank.

B. Mathematics Faculty Meetings

A Mathematics Faculty meeting is a meeting of the Mathematics Faculty called by the Chair. All members of the Mathematics Faculty are eligible to participate. A quorum for a Mathematics Faculty meeting or a meeting of Mathematics Faculty-at-Rank shall consist of a majority of the Mathematics Faculty or Mathematics Faculty-at-Rank, respectively, who are in-residence, that is, not on leave or sabbatical. The General Mathematics Faculty is the Mathematics Faculty present in a Mathematics Faculty meeting in which there is a quorum. Unless otherwise indicated, a majority of the General Mathematics Faculty is required for action.

There shall be at least one Mathematics Faculty meeting during each of the Fall and Spring semesters. In addition, the Chair must call a Mathematics Faculty meeting upon written petition by three members of the Mathematics Advisory Committee, or upon written petition by at least

one-fourth of the Mathematics Faculty; the announcement of such a meeting must be made within five working days of receipt of the petition, and the meeting must be held within two weeks of the petition.

In addition, for each rank, the Chair must call a meeting of the Mathematics Faculty-at-Rank within five working days of receipt of a written petition from at least one-fourth of the Mathematics Faculty-at-Rank, and the meeting must be held within two weeks of receipt of such petition.

The Chair may call a Mathematics Faculty meeting or a meeting of the Mathematics Faculty-at-Rank on the Chair's own authority.

C. Mechanics of Mathematics Faculty Meetings

Minutes shall be kept of all Mathematics Faculty meetings, distributed to the Mathematics Faculty, and approved at the next Mathematics Faculty meeting. The Chair shall maintain a journal of the approved minutes of all Mathematics Faculty meetings; this journal shall be available for public inspection.

The Mathematics Faculty meetings and the meetings of the Mathematics Faculty-at-Rank shall be conducted according to Robert's Rules of Order. Absentee voting with sealed and signed ballots shall be permitted. Absentee ballots must be presented to the Chair by the beginning of the relevant Mathematics Faculty meeting. Proxy votes, in which the proxy is made in writing and presented to the chair by the beginning at the meeting, shall be permitted.

D. Powers of the Mathematics Faculty

The Mathematics Faculty may enact legislation consistent with this Charter. All such legislative acts, except those specified below, require a majority of the General Mathematics Faculty for passage and are binding on the governance of the Unit.

The Mathematics Faculty shall be consulted on all extraordinary business before the Unit, and may review all regular business before the Unit, save that reserved to the Mathematics Faculty-at-Rank and that reserved to the Chair and other officials by College and University regulation.

E. Delegation of Powers of the Mathematics Faculty

The General Mathematics Faculty shall also have specific powers, which it shall normally delegate to various Committees and Officials as described below, from which it shall receive reports and recommendations in a timely fashion. The General Mathematics Faculty may review or overturn any actions of any Committee, by majority vote. Further, the General Mathematics Faculty may, by a majority of all the Mathematics Faculty, dissolve any Committee in order to change its membership.

F. E-votes

Mathematics Unit business which requires Mathematics Faculty approval, and which the Chair judges to be appropriate, may be presented electronically.

Electronic presentation consists of: (1) e-mail to all voting Mathematics Faculty stating the item to be approved, describing voting procedures, and stating the voting deadline; and (2) complete paper copies of the e-mail message distributed to all recipients. The process will include at least two successive weekdays for Mathematics Faculty discussion and debate by e-mail, and up to one correction or seconded modification to the item (more than one will throw the issue(s) into a regular Mathematics Faculty meeting). Discussion may include requests that the issue be handled in a regular Mathematics Faculty meeting (which, if seconded, will end the e-vote). The stated deadline on voting will be 4 to 7 days after the first announcement.

The voting will be by paper ballot or e-mail to the Chair or whomever the Chair designates. It will be counted if and only if a majority of the Mathematics Faculty vote; the item will pass if and only if a majority of those voting approve. If the votes are counted, the results will be distributed electronically and to mailboxes. The names of all those voting, with no other information, will be given in alphabetical order.

G. Public access

All acts and documentation as provided or required by this Charter shall be maintained and made available to the Mathematics Faculty and the public by the Chair.

Article II: The Advisory Committee

The Senior Committee of the Mathematics Unit shall be an Advisory Committee elected by and from the Mathematics Faculty.

A. Term of Membership

The Advisory Committee shall consist of five tenured members elected in the Spring semester for a period of two years beginning the following Fall semester by the General Mathematics Faculty in a Mathematics Faculty meeting called for this purpose. The terms of membership will be staggered so that each year there will be at least two openings in the Advisory Committee. The Advisory Committee shall elect its own Chair. Once a member leaves the Advisory Committee, that person may not serve for two years. If a member of the Advisory Committee is to be absent during that member's term in office for one semester or more, excluding the summer sessions, that member shall be replaced for the remainder of the term by a tenured Mathematics Faculty member elected by the General Mathematics Faculty at a Mathematics Faculty meeting called for this purpose.

B. Duties of the Committee

The Advisory Committee shall make its recommendations, separately from the Chair, on annual faculty evaluations and transmit them to the Dean via the Chair. The Advisory Committee and the Chair shall nominate Faculty members to the Standing Committees as detailed in Article V below. Together with the Chair, the Advisory Committee shall approve courtesy and visiting appointments. In addition, the Advisory Committee shall consider all routine matters that the Chair or the Mathematics Faculty put before it.

C. Mathematics Faculty Evaluations

The Advisory Committee shall issue guidelines to the Mathematics Faculty explaining the manner in which the annual evaluations and recommendations on tenure and/or promotion will be conducted. These guidelines will go into effect upon approval by the General Mathematics Faculty at the Mathematics Faculty meeting called for this purpose. University and College guidelines concerning promotion, tenure, and annual faculty evaluations shall be transmitted by the Chair to the Mathematics Faculty immediately upon receipt of such guidelines.

D. Minutes

Minutes shall be kept of all Advisory Committee meetings and distributed to the Mathematics Faculty in a timely manner.

Article III: New Appointments Committees

New Appointments Committees organize the process of hiring new members of the Mathematics Faculty.

A. Election of the Committee

A. Election of a New Appointments Committee

- i. For hiring tenured or tenure-track faculty, the Chair shall call a meeting of the tenured and tenure-track faculty. The tenured and tenure-track faculty shall select preferred areas for hiring new faculty for a (possible) position; each position shall have a preferred area assigned to it. The tenured and tenure-track faculty shall then elect a New Appointments Committee for that position; each position shall have its own New Appointments Committee assigned to it. Each New Appointments Committee shall consist of four tenured faculty of the Mathematics Unit; the College, if it so chooses, may appoint an additional member to the Committee. A New Appointments Committee shall elect its own officers. The Committee shall continue until the position(s) are filled, the possibility of hiring for the position(s) is rendered moot, or until the Mathematic Faculty (by a majority vote) dissolves the Committee.
- ii. For hiring faculty for non-tenure-track positions, the Chair shall call a General Faculty Meeting. The General Faculty shall elect a New Appointments Committee for that position; each position shall have its own New Appointments Committee assigned to it. Each New Appointments Committee shall consist of four faculty of the Mathematics Unit; the College, if it so chooses, may appoint an additional member to the Committee. A New Appointments Committee shall elect its own officers. The Committee shall continue until the position(s) are filled, the possibility of hiring for the position(s) is rendered moot, or until the Mathematic Faculty (by a majority vote) dissolves the Committee.

B. Duties of the Committee

The responsibility of this Committee shall be to:

- i. Prepare advertisements for appropriate journals to advertise available positions.
- ii. Screen all applications to fill permanent faculty positions in accordance with the priorities determined at the Mathematics Faculty meeting mandated in Section A.
- iii. File all forms required by the University Administration.
- iv. Present a list of candidates to the Chair for interviews.

- v. Recommend interviewed candidates for the permanent positions as follows.
 - a. Recommendations for tenure or tenure-track positions shall be made to the tenured and tenure-track faculty, who shall vote on recommending these candidates for those positions. No candidate for a tenured or tenure-track faculty member shall be recommended for hiring who was not approved by the tenured and tenure-track faculty.
- vi. Recommendations for non-tenure-track positions shall be made to the General Faculty, who shall vote on recommending these candidates for those positions. No candidate shall be recommended for a non-visiting non-tenure-track position who was not approved by the General Mathematics Faculty.

D. Hiring for Temporary Positions

Post-doctoral, visiting, and adjunct faculty shall not be members of the General Faculty, although they may attend meetings of the General Faculty. For hiring Post-doctoral faculty, who are visiting for the purposes of departmental governance, at a meeting of the General Faculty called for this purpose, the tenured and tenure-track faculty shall select preferred areas for the (possible) positions, and elect a New Appointments Committee for each position. Post-doctoral faculty shall be hired in accordance with the procedure described in Articles III.A, III.B, and III.C. The Chair is empowered to hire visiting instructors, visiting assistant professors, and adjuncts; however, the Chair shall inform the General Faculty of these hires.

E. Meetings, communication with Faculty

All meetings of the New Appointments Committee shall be open to the Mathematics Faculty, and shall be announced at least 24 hours in advance. Further, minutes of each meeting shall be distributed to the Mathematics Faculty.

All correspondence and data collected by the Committee shall be available to any Faculty member.

Article IV: The Standing Committees

The Standing Committees are those committees exercising executive and legislative power delegated to them by the Chair and the Mathematics Faculty, for the more effective governance of the Unit. A standing committee, together with the Department Chair, may appoint ad hoc committees to conduct its business; the membership and charge of these ad hoc committees shall be reported to the Mathematics Faculty.

A. General Operations

Each Standing Committee shall have particular responsibilities, as described below. Each Standing Committee shall interpret its mission as described in this Charter, subject to review by the Mathematics Faculty and the Chair, and shall make reports and recommendations to the Mathematics Faculty. Such reports, recommendations, and motions of a Standing Committee need not be restricted to the duties listed below.

B. Selection of the Committees

Standing Committees for the coming academic year will be elected before the end of the Spring semester. The Standing Committees shall be nominated to the Mathematics Faculty by the Chair after consultation with the Advisory Committee. The Chair shall present a slate for each of the Standing Committees at least five working days before the Mathematics Faculty meeting to approve the slate, which shall be called in the Spring semester. The General Mathematics Faculty must approve each committee slate by secret ballot. Should a slate fail to win approval, the Chair, in consultation with the Advisory Committee, shall present another for that Committee. Except for the Lecture Series Committee, all Standing Committee members shall be elected for one-year terms. All new terms begin with the Fall semester. Each Standing Committee shall elect its own officers and keep a record of its actions. The meetings of all Standing Committees shall be open to all Faculty.

C. Duties of the Committees

The Standing Committees shall be:

- i. *The Mathematics Graduate Committee* — This Committee shall consist of five members. This Committee shall deal with all matters pertaining to the curriculum of the Mathematics Graduate Program and the general welfare of the graduate students. It shall assign an academic advisor to each student, in consultation with that student. It shall oversee the administration of the Qualifying Examinations. It shall review the academic progress of graduate students and make recommendations to the Chair regarding renewal of Graduate Assistantships and Fellowships. Minutes of all meetings shall be distributed to the Mathematics Faculty.
- ii. *The Mathematics Graduate Admissions Committee* — This Committee shall consist of three members. All applications from prospective graduate students shall be forwarded to this Committee, which shall evaluate them and make appropriate recommendations to the Chair. All applications for tuition waivers and similar financial aid such as Assistantships and Associateships from Departmental monies assigned to the Unit for prospective Mathematics graduate students shall be evaluated by this Committee, which shall then make appropriate recommendations to the Mathematics Graduate Admissions Chair.
- iii. *The Mathematics Lower Division Committee* — This Committee shall consist of five members. They shall deal with all matters pertaining to Mathematics instruction in lower-level courses, its curriculum, and the general welfare of its students. This committee shall coordinate with the Mathematics Major Committee to ensure that students are prepared to enter the major and shall coordinate with other departments on lower division courses that their students take. Minutes of this Committee shall be distributed to the Mathematics Faculty.
- iv. *The Mathematics Upper Division Committee* — This Committee shall consist of five members. This Committee shall deal with all matters pertaining to the Mathematics Undergraduate Degree Programs, curriculum in upper-level courses, and the general welfare of its students and shall coordinate with other departments on lower division

courses that their students take. Minutes of this Committee shall be distributed to the Mathematics Faculty.

- v. *The Travel and Colloquium Committee* — This Committee shall consist of three members. This Committee shall recommend to the Chair the allocation of available expense monies for travel and colloquia. This committee shall also be responsible for organizing colloquia.
- vi. *The Mathematics Library Committee* — This Committee shall consist of three members. This committee shall handle all matters relating to library collection and the departmental Cleaver Library, in consultation with the Mathematics Faculty when practicable. A departmental nominee to the College Library Committee may come from among the members of this committee.
- vii. *The Mathematics Computing Committee* — This Committee shall consist of two members, and shall be responsible for monitoring the computer needs of the Mathematics Unit. A departmental nominee to the College Technology Committee may come from among the members of this committee.
- viii. *The Mathematics Publicity Committee* — This Committee shall consist of five members, and will be responsible for oversight and production of communications to the USF community and to the public, including broadcasts of news by appropriate media and appropriate internet platform(s) such as the departmental website, in coordination with relevant departmental and university organs.
- ix. *The Mathematics Lecture Series Committee* — This Committee shall consist of five members serving staggered two-year terms. Their responsibility is to plan, organize, advertise, and execute high-profile, general-interest, public lectures during the academic year.
- x. *The Mathematics Student Awards Committee* — This Committee shall consist of three members from the Mathematics Unit. Their responsibility is to disseminate information about available awards to our students and to select recipients to the awards. Their efforts should be coordinated with the statistics unit.

D. Ad Hoc Committees

In addition, the Faculty may, by a majority vote of the General Faculty, create and elect an Ad Hoc Committee, consisting of Faculty Members (and all Faculty Members shall be eligible for membership) to make recommendations on extraordinary business before the Faculty. Such a Committee shall elect its own Chair, distribute its minutes, and hold meetings open to all the Faculty.

Article V: Other Mathematics Unit Officials

The Chair shall appoint Administrative Officers for the Mathematics Unit with approval of the Advisory Committee. The executive authority delegated by the Chair, along with the term of appointment, duties and compensation shall be specified in writing. Among these officers are:

- i. The Graduate Program Director, who shall serve a term of two years.
- ii. The Graduate Admissions Director, who shall serve a term of two years.

Article VI: Emeritus status

The following procedures are to be followed in nominating a retiring Mathematics Faculty member for the granting of Emeritus status:

- i. The process is launched by the retiring Mathematics Faculty member with the submission of a letter indicating an interest in holding the Emeritus title, together with a copy of the applicant's current curriculum vitae, to the Chair of the Department. In the letter, the applicant should express willingness to continue with scholarly activities (research, editing, and community connections) and to be affiliated with the Unit.
- ii. The Department Chair must forward the candidate's letter to the Dean of the College, accompanied by a letter in which the Chair endorses, or fails to endorse, the granting of Emeritus status. In either case, the letter should briefly evaluate the candidate's record as a faculty member. In addition, if the Chair fails to endorse the candidate, the letter must include specific reasons for the lack of endorsement. A copy of this letter must be given to the candidate.
- iii. The Chair's letter should be accompanied by the candidate's curriculum vitae.
- iv. In the event that the Chair fails to endorse the appointment, the faculty member may appeal to the Dean to conduct a separate evaluation and to reach a decision regarding the candidate that may deviate from the Chair's recommendation.

Article VII: Amendments

The foregoing organization and rules may be amended in any General Mathematics Faculty meeting upon proper motion and concurrence of a majority of the Mathematics Faculty, provided that the motion to amend, including the proposed amendment, was distributed to the Mathematics Faculty at least twenty working days before the meeting to vote on the amendment.

Part III: The Statistics Unit

Article I: The Statistics Faculty

The Faculty of the Statistics Unit is the legislative body of the Unit.

The Statistics Faculty consists of all persons employed within the Statistics Unit at the rank of Instructor, Assistant Professor, Associate Professor, Professor, or University Professor. In addition, for each rank, the Faculty-at-Rank consists of all Faculty at or above that rank.

The Statistics Faculty and the Statistics Unit are governed as according to Part III of this Charter, enumerating the legislative and executive governance of the Statistics Unit. The Statistics Faculty shall retain all legislative authority for the Statistics Unit, but shall share as their executive, the Chair of the Department of Mathematics and Statistics (henceforth in Part III called the Chair). The Chair's authority and duties in the Statistics Unit shall be defined by Part III of this Charter.

A. Statistics Faculty meetings

A Statistics Faculty meeting is a meeting of the Statistics Faculty called either by the Chair or the chair of the Statistics Advisory Committee. All members of the Statistics Faculty are eligible to

participate. A quorum for a Statistics Faculty meeting or a meeting of Statistics Faculty-at-Rank shall consist of a majority of the Statistics Faculty or Statistics Faculty-at-Rank, respectively, who are in-residence, that is, not on leave or sabbatical. The General Statistics Faculty is the Statistics Faculty present in a Statistics Faculty meeting in which there is a quorum. Unless otherwise indicate, a majority of the General Statistics Faculty is required for action.

There shall be at least one Statistics Faculty meeting during each of the Fall and Spring semesters. In addition, the Chair must call a Statistics Faculty meeting upon written petition by a majority of the members of the Statistics Advisory Committee, or upon written petition by a majority of the Statistics Faculty; the announcement of such a meeting must be made within five working days of receipt of the petition and the meeting must be held within two weeks of [receipt of] the petition.

In addition, for each rank, the Chair must call a meeting of the Statistics Faculty-at-Rank within five days of receipt of a written petition from a majority of the Statistics Faculty-at-Rank, and the meeting must be held within two weeks of receipt of such petition.

The Chair may call a Statistics Faculty meeting or a meeting of the Statistics Faculty-at-Rank on the Chair's own authority.

B. Mechanics of Statistics Faculty Meetings

Minutes shall be kept of all Statistics Faculty meetings, distributed to the Statistics Faculty, and approved at the next Statistics Faculty meeting. The Chair shall maintain a journal of the approved minutes of all Statistics Faculty meetings; this journal shall be available for public inspection.

The Statistics Faculty meetings and the meetings of the Statistics Faculty-at-Rank shall be conducted according to Robert's Rules of Order. Absentee voting with sealed and signed ballots shall be permitted for votes on tenure and/or promotion. Absentee ballots must be presented to the Chair by the beginning of the relevant Statistics Faculty meeting.

C. Powers of the Statistics Faculty

The General Statistics Faculty may enact legislation consistent with this Charter. All such legislative acts, except those specified below, require a majority of the Statistics Faculty for passage, and are binding on the governance of the Statistics Unit. The Statistics Faculty shall be consulted on all extraordinary business before the Statistics Unit and may review all regular business, save that reserved to the Statistics Faculty-at-Rank and that reserved to the Chair and other officials by College and University regulation.

D. Delegation of Powers of the Statistics Faculty

The General Statistics Faculty shall also have specific powers, which it shall normally delegate to various Committees and Officials as described below, from which it shall receive reports and recommendations in a timely fashion. The General Statistics Faculty may review or overturn any

actions of any Committee, by majority vote. Further, the General Statistics Faculty may, by a majority of all the Statistics Faculty, dissolve any Committee in order to change its membership.

E. E-votes

Statistics Unit business which requires Statistics Faculty approval, and which the Chair judges to be appropriate, may be presented electronically.

Electronic presentation consists of: (1) e-mail to all voting Statistics Faculty stating the item to be approved, describing voting procedures, and stating the voting deadline; and (2) complete paper copies of the e-mail message distributed to all recipients. The process will include at least two successive weekdays for Statistics Faculty discussion and debate by e-mail, and up to one correction or seconded modification to the item (more than one will throw the issues into a regular Statistics Faculty meeting). Discussion may include requests that the issue be handled in a regular Statistics Faculty meeting (which, if seconded, will end the e-vote). The stated deadline on voting will be 4 to 7 days after the first announcement.

The voting will be by paper ballot or e-mail to the Chair or whomever the Chair designates. It will be counted if and only if a majority of the Statistics Faculty votes; the item will pass if and only if a majority of those voting approve. If the votes are counted, the results will be distributed electronically and to mailboxes. The names of all those voting, with no other information, will be given in alphabetical order.

F. Public access

All acts and documentation as provided or required by this Charter shall be maintained and made available to the Statistics Faculty and the public by the Chair.

Article II: The Statistics Advisory Committee

The Senior Committee of the Statistics Unit shall be an Advisory Committee elected by and from the Statistics Faculty.

There shall be a Statistics Advisory Committee elected by and from the Statistics Faculty. Currently, all tenured Statistics Faculty will be members of the Statistics Advisory Committee. No non-tenured Statistics Faculty will be members of this committee.

A. Duties of the Committee

The Statistics Advisory Committee shall make its recommendations, separately from the Chair, on promotion, tenure, and annual faculty evaluations and transmit them to the Dean via the Chair. The Statistics Advisory Committee, and the Chair, shall nominate Statistics Faculty members to the Standing Committees. Together with the Chair, the Statistics Advisory Committee shall approve courtesy and visiting appointments. The Statistics Advisory Committee will annually transmit the short and long term needs of the Statistics Unit to the Chair to negotiate with the Dean. In addition, the Statistics Advisory Committee shall consider all routine matters that the Chair, or the Statistics Faculty, put before it.

The Statistics Advisory Committee shall issue guidelines to the Statistics Faculty explaining the manner in which the annual evaluations and recommendations on tenure and/or promotion will be conducted. University and College guidelines concerning promotion, tenure, and annual faculty evaluations shall be transmitted by the Chair to the Statistics Faculty immediately upon receipt of such guidelines.

B. Minutes

Minutes shall be kept of all Statistics Advisory Committee meetings and distributed to the Statistics Faculty in a timely manner.

Article III: Statistics Unit Officials

The Chair, in consultation with the Statistics Faculty, shall appoint the following officers:

1. The Statistics Graduate Program Director, who shall look after all aspects of the Statistics graduate program, including admissions.
2. The Director of the Statistics Certification Program and the Statistics Consulting Center, whose duties shall include running the certification and overseeing consulting on statistical issues.
3. The Statistics Undergraduate Advisor, who shall look after all aspects of the Statistics undergraduate program.

The term of appointment, and specific duties and compensation, shall be specified in writing by the Chair.

Article IV: The Standing Committees

The Standing Committees are those committees exercising executive and legislative power delegated to them by the Chair, and the Statistics Faculty, for the more effective governance of the Statistics Unit. A standing committee, together with the Chair, may appoint ad hoc committees to conduct its business; the membership and charge of these ad hoc committees shall be reported to the Statistics Faculty.

Until the number of Statistics Faculty increases, the entire Statistics Faculty will work as a single standing committee, called the Statistics Committee, which shall be responsible for all aspects of the Statistics program. The following specific committee structures will be constituted as and when the number of Statistics Faculty increases.

A. General Operations

Each Standing Committee shall have particular responsibilities, as described below, each Standing Committee shall interpret its mission as described in this Charter, subject to review by the Statistics Faculty and the Chair, and shall make reports and recommendation to the Statistics Faculty. Such reports, recommendations, and motions of a Standing Committee need not be restricted to the duties listed below.

B. Selection of the Committees

Standing Committees for the coming academic year will be elected before the end of the Spring semester. The Standing Committees shall be nominated to the Statistics Faculty by the Chair after consultation with the Statistics Advisory Committee. The Chair shall present a slate for each of the Standing Committees at least five working days before the Statistics Faculty meeting to approve the slate, which shall be called in the Spring semester. The General Statistics Faculty must approve each committee slate by secret ballot. Should a slate fail to win approval, the Chair, in consultation with the Statistics Advisory Committee, shall present another slate for that Committee. All Standing Committee members shall be elected for one-year terms. All new terms begin with the Fall semester. Each Standing Committee shall elect its own officers and keep a record of its actions. The meetings of all Standing Committees shall be open to all Statistics Faculty.

C. Duties of the Committees

The Standing Committees shall be:

- i. *The Statistics Graduate Committee* — This Committee shall consist of three members. This Committee shall deal with all matters pertaining to the curriculum of the Statistics Graduate Program and the general welfare of the graduate students. It shall assign an academic advisor to each student, in consultation with that student. It shall oversee the administration of the Qualifying Examinations. It shall review the academic progress of graduate students and make recommendations to the Chair regarding renewal of Graduate Assistantships and Fellowships. Minutes of all meetings shall be distributed to the Statistics Faculty.
- ii. *Statistics Graduate Admissions Committee* — This Committee shall consist of three members. All applications from prospective graduate students shall be forwarded to this Committee, which shall evaluate them and make appropriate recommendations to the Chair. All applications for tuition waivers and similar financial aid such as Assistantships and Associateships from Departmental monies assigned to the Statistics Unit for prospective Statistics graduate students shall be evaluated by this Committee, which shall then make appropriate recommendation to the Statistics Graduate Admissions Chair.
- iii. *The Statistics Undergraduate Committee* — This Committee shall consist of three members. This Committee shall deal with all matters pertaining to the Statistics undergraduate program, its curriculum, and the general welfare of its students. Minutes of this Committee shall be distributed to the Statistics Faculty.
- iv. *The Statistics Travel Committee* — This Committee shall consist of two members. This Committee shall recommend to the Chair the allocation of Unit and other available expense monies for travel.
- v. *The Statistics Library Committee* — This Committee shall consist of two members and shall handle all matters relating to library collection, in consultation with the Statistics Faculty when practicable.

- vi. *The Statistics Colloquium Committee* — This Committee shall consist of two members and shall be responsible for organizing colloquia and making recommendations to the Chair regarding the allocation of Unit and other available expense monies for colloquia.
- vii. *The Statistics Computing Committee* — This Committee shall consist of two members and shall be responsible for monitoring the computer needs and the website of the Statistics Unit.

Article V: New Appointments Committees

New Appointments Committees organize the process of hiring new members of the Statistics Faculty.

A. Election of the Committee

At a General Statistics Faculty meeting called by the Chair for this purpose, the General Statistics Faculty shall elect a New Appointments Committee. The number of members in this committee shall be determined by the majority of the Statistics Faculty, in consultation with the Chair. A New Appointments Committee searching for a tenure-earning position shall consist of tenured faculty; a New Appointments Committee searching for a non-tenure-earning position shall consist of tenured and/or non-tenure-earning Faculty. The Committee shall continue until the position(s) are filled, or the possibility of hiring for the position(s) is rendered moot, or until the Statistics Faculty (by a majority vote) dissolves the Committee. A New Appointments Committee shall elect its own officers. If University policy so mandates, additional University Faculty members from outside the Department may be selected by the Statistics Advisory Committee to serve on the New Appointments Committee.

B. Duties of the Committee

The responsibility of this Committee shall be to:

- i. Prepare advertisements for appropriate journals to advertise available positions.
- ii. Screen all applications to fill permanent faculty positions in accordance with the priorities determined at the Statistics Faculty meeting mandated in Section A.
- iii. File all forms required by the University Administration.
- iv. Present a list of candidates to the Chair for interviews.
- v. Recommend interviewed candidates for the permanent positions to the General Statistics Faculty for approval for hiring. No candidate shall be recommended for hiring who was not approved by the General Statistics Faculty.

C. Meetings, communication with Statistics Faculty

All meetings of the New Appointments Committee shall be open to the Statistics Faculty and shall be announced at least 24 hours in advance. Further, minutes of each meeting shall be distributed to the Statistics Faculty.

Article VI: Emeritus Status

The following procedures are to be followed in nominating a retiring Statistics Faculty member for the granting of Emeritus status:

- i. The process is launched by the retiring Statistics Faculty member with the submission of a letter indicating an interest in holding the Emeritus title, together with a copy of the applicant's current curriculum vitae, to the Chair of the Department. In the letter, the applicant should express willingness to continue with scholarly activities (research, editing, and community connections) and to be affiliated with the Unit.
- ii. The Department Chair must forward the candidate's letter to the Dean of the College accompanied by a letter in which the Chair endorses, or fails to endorse, the granting of Emeritus status. In either case, the letter should briefly evaluate the candidate's record as a Faculty member. In addition, if the Chair fails to endorse the candidate, the letter must include specific reasons for the lack of endorsement. A copy of this letter must be given to the candidate.
- iii. The Chair's letter should be accompanied by the candidate's curriculum vitae.
- iv. In the event that the Chair fails to endorse the appointment, the Faculty member may appeal to the Dean to conduct a separate evaluation and to reach a decision regarding the candidate that may deviate from the Chair's recommendation.

Article VII: College and University-wide representation

The Statistics Faculty shall be accorded the same opportunities as the Mathematics Faculty in participation in College and University level governance, including nomination to College and University level committees, representations as required by the administrative structure, and other administrative, representative, and governance functions, in accordance with Part I of this Charter and College and University rules and regulations.

Article VIII: Amendments

Part III of this Charter may be amended in any General Statistics Faculty meeting upon proper motion and concurrence of a two-thirds majority of the Statistics Faculty provided that the motion to amend, including the proposed amendment, was distributed to the Statistics Faculty at least twenty working days before the meeting to vote on the amendment.

Part IV: Annual Faculty Evaluations

A. Faculty Evaluation Procedures for Permanent Faculty

- The Advisory Committee (AC) is charged with conducting annual faculty evaluations and generating evaluation statements.
- Evaluations shall be conducted in accordance with the currently operative college and university guidelines and the USF/UFF Collective Bargaining Agreement (CBA).

- Early in the spring semester, the chair of the AC will notify faculty members of the deadline for submitting annual reports. The AC will provide faculty with at least several weeks' notice to submit the report.
- The Annual Report is prepared and submitted online, through the Faculty Information System (FIS). Faculty members report their activities under the categories provided and include comments they deem indicative of their efforts and professional visibility in the narrative portions of their reports. Faculty are encouraged to regularly update the activities and events recorded in the FIS system to simplify their preparation of the annual report.
- It is the responsibility of the faculty member to complete the Annual Report, which forms the basis of the evaluation conducted by the Chair and AC. Faculty members will be responsible for submitting an accurate and complete annual report in the designated format by the designated deadline.
- Material submitted after the deadline, may be accepted for or omitted from consideration at the discretion of the AC. The AC may require prompt provision of reasonable additional documentation if they deem such documentation necessary to properly conduct the evaluation.
- If a faculty member does not submit a report of their activities, the AC and Chair will make a notation in the FIS to that effect.
- The AC reviews each faculty members' annual reports and evaluates their work as specified in the evaluation criteria below.
- In accordance with USF policies on nepotism, faculty members may not evaluate colleagues with whom they have a relationship that constitutes nepotism as defined by USF via eDisclose. Any faculty member is serving on the AC, they will recuse themselves from any evaluation process of any other with whom they have such a relationship.
- Evaluations will include summary judgements Outstanding (5), Strong (4), Satisfactory (3), Weak (2), or Unacceptable (1), along with a narrative to substantiate that judgement. Judgements may be split between categories, e.g., Strong/Outstanding (4.5). Evaluations for tenure-track faculty must include an assessment of progress toward tenure, together with any recommendations to the faculty member.
- The AC will place its evaluation into the FIS. The chair of advisory committee will inform the Chair when the evaluation process is complete.
- The Chair will review the AC's report and provide their evaluation of each faculty member.
- Once evaluation is complete, faculty members are required to sign, indicating that they have seen the evaluation; signing does not imply that they agree with the evaluation. Faculty members have the opportunity to respond to the evaluation in the appropriate space in the report.
- Faculty members who feel they are in situations of inequity are encouraged to call the AC's attention to their situation in a timely manner.

B. Scope of the Annual Evaluation

The annual evaluation is a scaled rating of effort (activities/work performed, including projects in progress and completed) in assigned duties in a single year. Assigned duties are typically in the categories of teaching, research, and services, with a few individuals having an administrative or other assignment.

The annual evaluation is prepared by the departmental advisory committee according to its departmental guidelines. The results of the evaluation provide feedback to the faculty member and aid the chair in his assessment of the faculty member.

The annual evaluation is based on the information provided in the Annual Report and considers the percentage of assigned duties of each faculty member. Faculty will only be evaluated in areas in which they have an annual assignment of duties with expectations that are in proportion to the effort assigned. Faculty are encouraged to address any discrepancies between assigned and performed duties in their Annual Reports.

Variation among faculty is anticipated, and a wide range of activities may meet department expectations. Effort is therefore to be evaluated with a view toward balancing the short- and long-term goals of each faculty member. It is the responsibility of the faculty member to make a strong argument as to why different types of activities are emphasized in any particular category of assigned duties.

Variation in scholarly output from year-to-year is part of the natural ebb and flow of scholarly activities. In the discipline of mathematics, it is important to note that many research projects are long-term commitments by the faculty member requiring more than one year to complete. Therefore, the effort involved is an important factor when evaluating each faculty for a given year. Other contributing factors should be considered, including whether the faculty member has been engaged in a considerable amount of service (e.g., administrative duties, editing a journal, organizing a conference, chairing a high-profile department, university, or national or international committee) or teaching (e.g., chairing a high number of graduate students). Therefore, if the faculty member has consistently shown significant effort through their career, they should not be penalized due to working on a long-term project or engaged in a higher-than-normal teaching and service commitment for the year being evaluated. Each faculty member should explain the relevance to their overall performance. In addition, if significant effort is involved for a specific project (e.g., books, national and international grants, etc.), that spans more than one evaluation period, then the faculty member should clearly explain that in the narrative describing related or future activities.

All evaluative criteria outlined below are general guidelines, and not exhaustive. The rating of effort in each area of assigned duties is determined by both quantitative and qualitative factors, and one does not carry more weight than the other.

In the case of activities which cross categories, the faculty member should explain in their narrative how much effort they assign to each category.

The annual evaluation process is related to the tenure and promotion process, but their purposes are different (see table below). As such, annual evaluations can be used to provide feedback on and gauge progress toward tenure and/or promotion in a given year, but the cumulative results of annual evaluation do not guarantee or preclude tenure or promotion. For faculty members working towards tenure and promotion, a statement of progress is included in the annual

evaluation. However, because annual evaluation is a separate process, those individuals should refer to the department’s tenure and promotion guidelines for those criteria.

	Tenure and Promotion	Annual Evaluation
Purpose	Summative assessment over career	Evaluation of performance of duties that were assigned.
Under evaluation	Accumulation of substantive contributions	Effort related to assigned duties
Answers question	Did you meet T&P criteria?	At what level did you demonstrate effort related to assigned duties?
Results	Binary (yes/no)	Scaled rating 1 (low) to 5 (high)

C. Basis of Annual Evaluations

1. Annual Reports will include the materials required for USF’s online reporting system and any additional materials specified in the instructions distributed by the AC chair. Faculty are encouraged to include self-reflection of their achievements in teaching, research, and service in their report. In the cases of significant disruptions to normal working conditions (illness, emergencies, etc.), faculty members will endeavor to provide useful information on the impact of the disruption on their work performance. If either a self-evaluation or explanation of disruption are provided, the AC and Chair will take them into consideration when evaluating the faculty member’s performance.
2. For assigned teaching duties, faculty should provide copies of course syllabi. Student assessments of instruction are available to the AC in the FIS. Evaluation of teaching will take into account any relevant materials submitted by the faculty member, including results of peer evaluations of teaching, and may not be based solely on student assessments when additional information has been made available. Evaluation of teaching will also take into account class size, scope, and sequence within the curriculum, as well as format of delivery and the types of instructional media utilized.
3. Faculty should provide copies of manuscripts and documentation of presentation and/or publication status for their research to be credited. Faculty are strongly encouraged to provide additional information regarding their research agenda, the relevance and quality of their presentation and publication venues and the impact of their scholarship.
4. For assigned service duties, faculty should provide some evidence of their relevant university, professional, and/or public service contributions. Faculty are encouraged to provide additional information regarding the nature, extent, outcomes, and impact of their service work.
5. For assigned administrative duties, faculty should provide some evidence of their administrative contributions. Faculty are encouraged to provide additional information regarding the nature, extent, outcomes, and impact of their administrative work.

D. Evaluation Criteria

Teaching

Teaching activities for Mathematics and Statistics faculty include but are not limited to:

- Teaching undergraduate and graduate courses.
- Developing new courses or making substantial revisions to existing courses.
- Preparation of instructional materials (syllabi, tests, lecture notes, etc.).
- Using innovative assessment strategies, such as peer evaluation by students of each other and having students fill out journals/diaries with mathematical problems, solutions, etc.
- Supervising or serving on committees for undergraduate honors' theses, master's theses, and dissertations.
- Writing and evaluating comprehensive examinations.
- Supervising of independent study courses.
- Scholarly activities connected to education, such as writing textbooks, publishing education-oriented articles.
- Participating in activities related to teaching (broadly defined), including workshops, symposia, student fairs, undergraduate student competitions, and coaching students applying for scholarships and awards.

Indications of commitment to teaching quality include but are not limited to:

- Teaching enhancement and innovation. This may include incorporating relevant pedagogical tools and techniques; creating effective new approaches and materials; incorporating new research results into course content; mastering new instructional technologies.
- Curriculum and program development, including developing new courses, revisions to existing courses, and program level revisions and assessment.
- Effective mentoring, including supervision of independent student work with substantive guidance and feedback; rigorously evaluating comprehensive exams; training graduate teaching assistants; and presenting/publishing high quality collaborative work with students (where not counted as a research activity).
- Contributing to departmental needs, including teaching courses particularly important to programmatic needs, particularly where do so requires extra effort or sacrificing one's own teaching preferences.
- Contributing to university needs, including teaching courses needed to satisfy general education requirements for a large number of students.
- Furthering the goals of diversity and inclusion.

Indications of effective teaching include but are not limited to:

- Evidence that teaching effectively guides students in the acquisition of disciplinary knowledge and fosters students' critical and creative thinking skills.
- Evidence of effective course design.
- Rigorous standards.
- Fair evaluation of, and instructional feedback on, student work.
- Awards for teaching excellence.
- Letters addressing teaching, peer observations of classroom teaching by faculty designated by the Chair.
- Preparation, submission, or publications of books or articles related to teaching.

Assessment of Teaching

The AC and Chair will use the benchmarks below as a general guide to evaluating teaching but will also consider various circumstances explained and documented in the faculty member's

narrative when determining the final evaluation. The benchmarks assume a 50% teaching assignment. Expectations shall be adjusted accordingly for higher or lower teaching assignments.

Faculty are not required to participate in all teaching activities identified above. Given the significant disparity in opportunities to teach graduate courses depending upon campus location and faculty title, there is no expectation of graduate teaching for those who do not have access to such opportunities.

Students' assessment of faculty teaching will be taken into consideration, particularly insofar as they can indicate faculty member's dedication and effort in the classroom, respect for students, accessibility to students, and ability to inspire interest in the material. However, given scholarly evidence of validity problems—especially, but not only, where response rates are low—and potential bias with student assessments, annual evaluations will be based primarily on judgments by faculty rather than students. Consideration of student assessments will be context dependent, taking into account the rigor of the class, the size and level of the class, the modality of class delivery, the representativeness of the response rate, the relevance of students' implicit biases, and other factors that are historically associated with lower or higher student assessments. In particular, faculty whose teaching otherwise demonstrates effective course design, rigor, fairness, and respectful treatment of students will not have their annual evaluation lowered because of lower-than-average student assessments.

Guidelines for Outstanding Teaching (5)

M&S considers as "outstanding" teaching that meets one of the following two benchmarks:

- Evidence of highly effective teaching as well as exceptional contributions in one area among the indications of commitment to teaching listed above; or
- Evidence of reasonably effective teaching as well as two activities from among the indications of commitment to teaching listed above.

Guidelines for Strong (4)

M&S considers as "strong" teaching that meets the following benchmark:

- Evidence of reasonably effective teaching and reasonable contributions in one additional teaching activity from among the indications of commitment to teaching listed above.

Guidelines for Satisfactory (3)

M&S considers as "satisfactory" teaching that meets the following benchmark:

- Evidence of reasonably effective classroom teaching with no additional indications of commitment to teaching listed above.

Guidelines for Unsatisfactory Teaching (2)

M&S considers as "unsatisfactory" teaching that does not meet the departmental standard for "satisfactory".

Guidelines for Unacceptable Teaching (1)

M&S considers as "unacceptable" a teaching record which contains no apparent evidence of the criteria for a "satisfactory" rating when evidence also points to sustained problematic teaching.

Research

Research activities for Mathematics and Statistics faculty include but are not limited to:

- Publishing articles, particularly in refereed professional journals with the recognized reputation in the discipline or appeal to the general scientific audience.
- Publishing books, chapters in books, monographs, edited books.
- Publishing in referred conference proceedings.
- Writing and publicly disseminating software or codes and their outputs, that are related to research in mathematics and related fields, such as *GAP*, *Maple*, *Mathematica* codes and outputs.
- Giving invited or contributed presentations in symposia, colloquia, workshops, or other research conferences.
- Organizing sessions or conferences in mathematics or related fields.
- Work on grants, contracts, and patents applied for, particularly grants, contracts and patents received.
- Receiving USF internal research awards.
- Participating in interdisciplinary activities, such as publications, participation, and consulting in various fields.
- Advising graduate students as a major professor or conducting joint research activities with graduate students and/or undergraduate students.

Indications of quality for research activities include but are not limited to:

- Publication articles: journal quality and standing within faculty member's field, significance of results, breadth of audience, whether refereed, etc. Consideration of journal impact factors, when appropriate, should be made relative to other journals in the faculty member's field. Order of authorship in mathematics is typically alphabetical, so it is no indication of greater contribution.
- Published Books and chapters: whether work appears in edited volumes, focus of publisher (e.g., academic, general, vanity), significance of work to faculty member's field, etc.
- Published conference papers: size and standing of conference, whether refereed, etc.
- Software and code: availability to public, significance to faculty member's field, etc.
- Presentations: significance of conference to faculty member's field, scope of conference (local, regional, national, international), whether keynote, invited or contributed, whether refereed, etc.
- Conference organization: effort involved, size and scope of conference, significance to faculty member's field, etc.
- Grant activities: reviews, whether funded, alignment with university, college, and department goals; funding source, size of grant; extent of activities to be funded, visibility, standards of the discipline, etc.
- Interdisciplinary activities: scope and duration of activities, results of activities, alignment with university, college, and department goals, etc.
- Awards for research products (e.g., papers, presentations, books, etc.).

Assessment of Research

The AC and Chair will use the benchmarks below as a general guide to evaluating research but will also consider various circumstances explained and documented in the faculty member's narrative when determining the final evaluation. The benchmarks assume a 45% research assignment. Expectations shall be adjusted accordingly for higher or lower research assignments.

The AC and chair will take into consideration the effort involved in successfully developing a new line of research as well as successfully completing a research project that requires unusual effort, expenditure of time and/or substantial involvement.

The AC and chair will take into consideration the quantity of research products. This consideration should recognize the effort involved in preparing multiple research products, but it should not encourage quantity at the expense of quality and/or professional standards. As such, a single research product meeting a particular rating benchmark may justify that rating or several research products in conjunction may rise to a particular level.

External funding may or may not be available for certain research projections (and such funding or lack thereof does not necessarily reflect the relevance or desirability of said projects). Effort to obtain external funding shall be recognized, but its absence alone is not grounds for reducing a rating.

Guidelines for Outstanding Research (5)

M&S considers "outstanding" research to consist of making substantial contribution to the peer-reviewed and/or -recognized scholarship in a faculty members area(s) of specialty.

Quality Benchmarks for "outstanding" research include:

- Publication of a significant refereed article.
- Receipt of acceptance of peer-reviewed publication signifying acceptance without revision.
- Books and chapters in edited volumes published in academically oriented commercial presses relevant for the area of work of field of science.
- Award of substantive grant, contracted research, or patent.
- Grant activities for active substantive grant or contracted research.
- Preparation and/or delivery of high impact presentations.
- Major prize or award for scholarly or creative work.
- Leadership in diversity and inclusion efforts related to research.
- Three or more research products which meet the benchmark for "strong/outstanding" research.

Guidelines for Strong/Outstanding Research (4.5)

M&S considers "strong/outstanding" research to consist of making significant contribution to the peer-reviewed and/or -recognized scholarship in a faculty members area(s) of specialty, but not at the level of outstanding.

Quality Benchmarks for "strong/outstanding" research include:

- Publication of a non-peer reviewed article of substantial length.
- Receipt of acceptance of peer-reviewed publication calling for revisions.
- Significant progress or milestone on book-length manuscript.
- Award of lessor research-focused grant, contracted research, or patent.
- Grant activities for active lessor grant or contracted research.
- Preparation and/or delivery of high impact presentations.
- Minor prize or award for scholarly or creative work.
- Three or more research products which meet the benchmark for "strong" research.

Guidelines for Strong Research (4)

M&S considers "strong" research to consist of making meaningful contribution to the scholarship in a faculty members area(s) of specialty, but not at the level of outstanding or strong/outstanding.

Quality Benchmarks for "Strong" research include:

- Publication of non-peer reviewed research product.

- Preparation and/or delivery of one or more lesser impact presentations.
- Submission of major research-focused award, grant, or fellowship.
- Award of small external grant (e.g., travel grant) or internal grant.
- Participation in diversity and inclusion efforts related to research.

Guidelines for Satisfactory Research (3)

M&S considers "satisfactory" research to consist of making an effort to produce scholarship in a faculty members area(s) of specialty, but not at the level of outstanding, strong/outstanding, or strong.

Quality Benchmarks for "Satisfactory" research include:

- Evidence of ongoing research activity, i.e., work in progress but not yet circulation.
- Documentation of progress on a grant submission.
- Other research activities, such as local seminars.

Guidelines for Unsatisfactory Research (2)

M&S considers "unsatisfactory" a research record which does not meet the departmental standard for "satisfactory".

Guidelines for Unacceptable Research (1)

M&S considers as "unacceptable" a research record which contains no apparent evidence of the criteria for a "satisfactory" rating when evidence also points to sustained problematic research.

Service

Service activities for Mathematics and Statistics faculty include but are not limited to:

- University Service
 - Serving and/or chair committees in the department, college, or university.
 - Assisting committees carry out their duties, for example, by providing requested information and feedback.
 - Writing proposals and documents for the department, college, or university.
 - Reviewing proposals for university awards.
 - Giving presentations at university events.
 - Serving in a leadership position in the school or serving as a director of an institute or center when such work cannot be counted as an administrative assignment.
 - Serving at university events, such as graduation.
 - Peer mentorship.
 - Course coordination, in so far as some aspects further the goals of the department.
- Professional Service
 - Chairing a panel or session at a conference.
 - Reviewing a manuscript for a refereed journal or academic book.
 - Serving on a journal's editorial board.
 - Handling the administrative components of editing or co-editing a journal.
 - Serving as book series editor for a publisher.
 - Reviewing paper proposals for a section of a professional conference.
 - Organizing conferences or workshops.
 - Serving on a scholarly award committee.
 - Reviewing grant proposals
 - Reviewing tenure and promotion applications for candidates at other universities.

- Reviewing academic programs at other universities.
- Holding office serving on committees in a professional association such as the AMS, MAA, SIAM, AWM, at the national, regional, state, or local levels.
- Advising and recruiting students.
- Serving as faculty advisor or offering assistance to student organizations.
- Public/Community Service (must draw on academic background)
 - Offering interviews with the media.
 - Serving as an unpaid consultant for governments/organizations.
 - Organizing community events.
 - Giving public lectures or presentations.
 - Volunteering, judging, organizing student activities, events, fairs, etc.

Assessment of Service

The AC and Chair will use the benchmarks below as a general guide to evaluating service but will also consider various circumstances explained and documented in the faculty member's narrative when determining the final evaluation. The benchmarks assume a 5% service assignment for tenure-earning faculty and a 10% service assignment for tenured faculty. Expectations shall be adjusted accordingly for higher or lower research assignments.

For a faculty member to earn an "outstanding", "strong", or "satisfactory" rating in service, they must at a minimum be regularly involved in Departmental meetings and must actively contribute to the life of the Department and its constituencies.

Newly hired tenure-earning faculty and instructors are typically given minimal service assignments. They may earn their rating based upon their contributions to the life of the department and performing whatever duties are assigned.

All faculty members, according to their work assignments, are expected to participate in the activities of departmental level committees and, as appropriate, at college and university levels. Service in all capacities isn't necessary, especially if service in one capacity is particularly significant (e.g., serving in a leadership capacity) or if a faculty member is just coming off such a such level of service.

Guidelines for Outstanding Service (5)

M&S considers "outstanding" service to consist of concrete contributions to the operation of the faculty member's university, professional communities and/or outreach to the local community.

Guidelines for Strong Service (4)

M&S considers "strong" service to consist of service contributions beyond the level of "satisfactory" that does not rise to the level of "outstanding".

Guidelines for Satisfactory Service (3)

M&S considers "satisfactory" service to consist of participation in departmental duties and in departmental meetings.

Guidelines for Unsatisfactory Service (2)

M&S considers as "unsatisfactory" insufficient participation in departmental duties and faculty meetings.

Guidelines for Unacceptable Service (1)

M&S considers as "unacceptable" a service record which contains no apparent evidence of the criteria for a "satisfactory" rating when evidence also points to sustained problematic service.

Approved by Provost Office, March 1, 2024

Approved by CAS Dean's Office, August 5, 2024