

Organizational Structure  
Department of Mathematics and Statistics  
(Approved 09/02/2010)

## I. Administration

The **Department Chair** of Mathematics and Statistics is appointed by the Dean of the College of Arts and Sciences for a renewable four-year term after consideration of the recommendation of the department. The duties of the chair are listed in the College of Arts and Sciences Policies and Procedures Manual (<http://www.uncw.edu/cas/policy%20&%20procedures/1231chairduties.htm>) as follows:

### A. Internal Duties

- The chair represents the department's interests to the college and university administration and serves as an advocate for the collective wishes and decisions of the department.
- The chair is responsible for program coordination, curriculum development and review for the department's degree programs.
- The chair is responsible for developing and maintaining--with the advice and consent of the faculty--departmental objectives, long-term planning, and on-going evaluation procedures.
- The chair must be aware of and attentive to departmental, college, and university deadlines.
- The chair manages the department's annual budget, trust fund, departmental scholarships, and fund-raising activities with the objective of meeting the instructional and research needs of the faculty and students.
- The chair prepares departmental schedules and teaching assignments with the objective of balancing the needs of individual faculty members with those of the department and the college.
- The chair makes committee assignments within the department and schedules departmental meetings in a timely manner.
- The chair conducts departmental meetings and represents the department at the college chairs' meeting.
- The chair leads departmental ceremonies and represents the department at various departmental events such as honor society meetings, and guest speakers.
- The chair is accessible to faculty, staff, students, and the public.
- The chair teaches courses in the department curriculum. The teaching load is negotiated with the dean.
- The chair is responsible for hiring, supervising, and evaluating departmental staff and student workers.
- The chair is responsible for coordinating the annual peer review of faculty, post-tenure review of faculty, and classroom observations of untenured faculty members and faculty members requesting promotion.

- The chair is responsible for the hiring process for tenure-track faculty [see Hiring Procedures for Tenure Track Faculty].
- The chair is responsible for orientating and mentoring new faculty.
- The chair encourages faculty professional development and collaborative research.
- The chair is responsible for submitting recommendations to the dean on hiring, reappointment, tenure, promotion, and post-tenure review decisions, and for making merit pay recommendations (in accordance with university guidelines).
- The chair is responsible for the acquisition, supervision, and security of departmental inventory, and manages the physical space assigned to the department.
- The chair is responsible for the supervision of the recruiting of students for graduate programs.
- The chair is a primary mediator in disputes involving faculty and students relating to academic policies or professional behavior.

## **B. External Relations**

- The chair is responsible for providing reports and recommendations requested by the college or university administration.
- The chair works with coordinators of other major and minor programs in the university, especially with regard to scheduling departmental courses that support these interdisciplinary programs.
- The chair works with the directors of the Honors Program and the Center for Teaching Excellence.
- The chair is responsible for relaying information and directives from the administration to the department. The chair should strive to keep faculty members informed of opportunities for curriculum development and support for research and travel.
- The chair advocates for funding internally and externally including public relations and departmental publications

The **Assistant Chair/Undergraduate Coordinator** is a tenured faculty member appointed by the Department Chair for a renewable four-year term. The Assistant Chair receives a one-course teaching-load reduction each semester to compensate for administrative duties associated with the position.

The duties of the Assistant Chair/Undergraduate Coordinator include:

- In the absence of the Chair, take care of routine department business.
- Coordinate undergraduate and transfer advising.
- Respond to prospective student inquiries.
- Serve as contact person for minors.
- Respond to questions from University offices regarding undergraduate major and minor requirements.

- Respond to undergraduate registration issues and other undergraduate student concerns involving waivers and substitutions, transfer evaluation, transient study, and advising assignments.
- Coordinate representation and recruiting at annual information events.
- Screen graduation applications for review by the Chair.
- Review college catalogue proofs.
- Publicizes, accepts nominations for, distributes/collects applications for, and executes the selection procedures for departmental student awards in cooperation with the Outreach Committee.
- Design and publish the undergraduate mathematics brochure and the "Undergraduate Student Handbook."
- Maintain statistics on the operation of the undergraduate program and records on the program and individual graduate student files.

The **Graduate Coordinator** is a tenured faculty member with graduate faculty status appointed by the Department Chair for a renewable four-year term. The Graduate Coordinator receives a one-course teaching-load reduction each semester to compensate for administrative duties associated with the position.

The duties of the Graduate Coordinator include:

- Oversee the graduate program of the department in general to ensure its efficient operation.
- Recruit prospective students and respond to telephone and written inquiries regarding the graduate program. Recruit and advise students for the 5-year Bachelor's/Master's program.
- Serve as academic advisor to graduate students.
- Nominates graduate students for external scholarships and awards. This includes gathering and supporting letters and completing the nominating forms.
- Assign graduate teaching assistants to departmental programs and individual faculty; monitor the use of these assistants; and evaluate their performance.
- Coordinate all policies concerning graduate teaching assistants: assignment of duties, compilation of evaluations from supervisors, and discussions of duties and responsibilities with students.
- Serve as departmental liaison with the Graduate School, other graduate departments, and the Veteran's Affairs Office.
- Serve as contact person for faculty and graduate students concerning departmental policies and procedures.
- Design and publish the graduate mathematics brochure, the "Graduate Student Handbook" and "Graduate Student Notices".
- Conduct orientation and registration of all graduate students.
- Provide information to students and advisors on deadlines for submission of the thesis prospectus, graduation applications, etc.
- Organize the compilation, review, and revision of outlines for comprehensive exam topics.

- Maintain statistics on the operation of the graduate program and records on the program and individual graduate student files.

## **II. Standing Committees**

### **Senior Members**

Following departmental procedures, the senior members advise the chair on reappointment, tenure and promotion recommendations and consult with eligible faculty on their progress toward meeting promotion and tenure criteria.

### **Steering**

The steering committee routes all recommendations to and from the appropriate committee(s), interest group(s) and/or to the department as a whole. This committee is responsible for ensuring a timely flow of information between these groups and, as part of that role, advises the department chair on departmental meeting agendas. The steering committee is also responsible for assembling input on long-range planning from the various interest groups and committees into a cohesive plan for the department.

Membership on the steering committee rotates annually among the full-time faculty members of the department. The chair may excuse faculty from participation due to other commitments or extenuating circumstances. The committee has seven members. The conveners of the four interest groups and the chairs of the outreach, infrastructure, and policy committees are chosen from the steering committee. If possible, all disciplines in the department are represented on the committee. The department chair implements and maintains the means of rotation. See Appendix A for an example of a rotation scheme.

### **Infrastructure**

The infrastructure committee makes recommendations to the department and/or chair regarding space utilization, classroom furniture and equipment needs along with other equipment/supplies requests; including expenditures from the departmental book budget and other issues related to library materials. This committee assists the chair in the preparation of budgetary requests, monitoring expenditures of operating funds and allocation of equipment. One member of this committee serves as the library representative, who coordinates any requests with appropriate library personnel as needed. Another member of this committee serves as the computing representative, who coordinates requests with the appropriate ITSD personnel—particularly those requiring immediate action.

### **Outreach**

The charge of the outreach committee involves maintenance of departmental relations with students and the community along with seeking recognition and publicity for departmental activities. This committee:

- Publicizes, accepts nominations for, distributes/collects applications for and executes the selection procedures for departmental student awards.
- Actively nominates faculty, students, and staff for awards and recognition external to the department. This includes gathering and supporting letters and completing the nominating forms.
- Develops and maintains a list of departmental needs and development desires, e.g., faculty and student awards, special equipment, refurbishing of space, and promotional activities that may be funded by potential external sources. (Therefore, the committee should also maintain a list of such potential funding sources.)
- Plans departmental ceremonies and social events.
- Organizes recruiting activities.
- Maintains relations with alumni.
- Conducts the departmental seminar series.

### **Policy**

The policy committee is responsible for the review of and recommendations on (to the chair and/or department) departmental policy. These include:

- peer observation
- annual peer review
- workload, exchange and leave
- RPT
- travel
- assessment

This committee is responsible for ensuring that departmental policies comply with CAS, university and general administration policy.

### **III. Elected Committees**

#### **Post-Tenure Review**

The post-tenure review committee evaluates faculty performance according to the departmental Post Tenure Review Policy () and writes a report of each evaluation as advice to inform the department chair's post-tenure evaluation.

The post-tenure review committee consists of four elected tenured faculty members—two full professors and two non full professors—who serve two year staggered terms. Each year a full professor and a non full professor are elected.

### **IV. Interest Groups**

#### **Graduate Programs Mathematics**

## **Statistics Teacher Education**

Interest groups discuss curricular items in their designated areas. Membership is self-selective. Responsibilities include:

- assessment data collection, interpretation and report generation
- textbook selection for common courses
- maintenance of course syllabi.

## **V. Coordinators and Working Groups**

In addition to the Graduate and Undergraduate Coordinators, there is a Math 111 Coordinator.

Duties of the Math 111 Coordinator include:

- Coordinates writing of the common final exam.
- Training for software used in the course.
- Manage graduate students teaching math 111.
- Coordinates common reviews for tests.
- Reserves and assigns rooms for the common final exam.

### **High School Math Contest Working group**

This group writes and administers the annual High School Math Contest.

### **Peer Observation Working Group**

This group conducts peer evaluations of teaching and prepares reports.

### **Program Coordinators**

The department chair appoints, and reviews for annual renewal, program coordinators for each undergraduate program offered in the department. The Graduate Coordinator is the program coordinator for the M.S. in Mathematics.

Working with the relevant interest group, the program coordinator ensures that the relevant program contains essential curricular components, and has appropriate and current content and pedagogy. The program coordinator provides oversight for assessing the quality of the curriculum for the respective undergraduate and graduate program and for ensuring that the curriculum, as well as the delivery of the curriculum, is educationally sound.

Program coordinators are identified as such in the undergraduate and graduate catalogues:

- [Undergraduate Teacher Licensure Coordinator](#)
- [Undergraduate Mathematics Coordinator](#)
- [Undergraduate Statistics Coordinator](#)
- [Graduate Program Coordinator](#)
- [Post-baccalaureate Certificate Program in Applied Statistics Coordinator](#)

## **VI. Ad Hoc Committees**

### **Hiring Committee**

On an as-needed basis the department chair appoints, after consultation with the steering committee, a hiring committee to conduct tenure-track faculty searches in accordance with the Departmental Faculty Hiring Procedures

(<http://uncw.edu/private/mathdocs/DEPART%20FACULTY%20HIRING%20PROCEDURES.doc>).

## Appendix A: Steering Committee Rotation Example

If possible, all disciplines in the department are represented on the steering committee, and membership on the steering committee rotates among the full-time members of the department. The details of a rotation scheme depend on the make-up of the department.

Here is one possible rotation scheme that is based on a department with 22 full-time members including 6 in statistics and 3 in mathematics education. The dashed circle below has 22 spokes, one for each member of the rotation. The 6 statisticians and 3 math educators would be assigned to the spokes labeled Stat and Math Ed, respectively.

