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# Bylaws of the Mathematics and Applied Physics Program

Adopted October 13, 2008

Approved by Dean September 23, 2010

## I. Unit Definition

The Mathematics and Applied Physics Program comprises the faculty appointed in the areas of Mathematics and Applied Physics and includes the following degree programs: Bachelor of Science in Mathematics, Bachelor of Science in Applied Physics, and Master of Science in Mathematics. The program also houses minors in Mathematics, Foundational Mathematics, Applied Physics and A California Commission on Teacher Credential (CCTC)-approved Mathematics Subject Matter Waiver Program. All courses carrying the prefixes MATH, PHYS and PHSC are offered through the Mathematics and Applied Physics Department.

## II. Unit Mission Statement

The Mathematics and Applied Physics programs support the four pillars of the CSUCI mission by offering a cutting edge, 21st century technology-based education that is relevant to needs of the local and global communities. Our programs strongly support faculty research, collaborations with various academic, industrial, governmental and educational entities, student involvement in research projects, and preparation for careers in industry, research or education.

Mathematics can be pursued as a scholarly discipline of an especially elegant and creative art form or it can be treated as a valuable tool in an applied discipline. Our program addresses both needs. Students are given a strong background in mathematics and statistics as well as a substantial amount of interdisciplinary applications and exposure to research projects.

Applied Physics is the interface between science and technology, between laboratory and industrial practice. It is an interdisciplinary undertaking, interacting with mathematics, science and engineering. Our students are given a strong background in physics so they will make meaningful contribution to modern, interdisciplinary investigations and will have the flexibility to adapt to changing technological requirements.

## III. Unit Membership and Administrative Assignments

### • Officers

- Chair of Mathematics and Applied Physics
- Coordinator of Applied Physics Program
- Director of Master of Science in Mathematics
- Program Advisor
- Developmental Math Coordinator
- Lab Coordinator



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## • Officer Responsibilities

- The chair oversees the operations of all degree programs within the Mathematics and Applied Physics Program and fulfills all personnel-related functions for all faculty within the programs. Other duties of the chair are those spelled out in the *Handbook on the Roles and Responsibilities of Program Chairs*.
- The Coordinator of the Applied Physics Program handles those duties as they relate to the BS degree and the minor in Applied Physics. The coordinator serves as advisor to the students in the major and the minor, however, he may share his duties with other faculty. Other duties of the Coordinator of Applied Physics Program are those spelled out in the *Handbook on the Roles and Responsibilities of Coordinators*.
- The Director of Master of Science in Mathematics Program oversees the operations of the MS Math Program. This includes fielding queries from prospective students, assessing applications for admission, advising students within the program, scheduling courses and instructors in conjunction with the Chair, maintaining the program website (particularly regarding course and program information), and working with university personnel to ensure that the policies of the program are carried out.

## • Officer Terms and Term Limits

- The Chair serves a 3-year term. A faculty member serving as chair should be tenured, and may serve an unlimited number of terms.
- The Coordinator of Applied Physics Program serves a 1-year term, and may serve an unlimited number of terms.
- The Director of Master of Science in Mathematics Program serves a 2-year term. A faculty member serving as director should be tenured, and may serve an unlimited number of terms.

## • Election of Officers

Tenured faculty in the Program are eligible to stand for election as chair. The elections will take place in the Spring semester of the last year of the current chair's term. The call for nomination will occur at least two weeks before the elections, and the list of nominees will be circulated to all faculty in the programs (tenured and probationary), with notice that the vote will be held between certain dates. On the first day of the election, the programs' support coordinator will distribute ballots to all faculty eligible to vote.

The Coordinator of the Applied Physics Program is appointed by the Dean upon the recommendation of the chair. The Director of Master of Science in Mathematics Program



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is appointed by the chair after all program faculty have been provided an opportunity to consult with the chair.

## • Process by which officers are recommended to the Dean and Provost

- For Chair: The results of the vote for chair will be forwarded to the Dean by the volunteer faculty specified in the section titled Election of Officers.
- For Coordinator of Applied Physics Program: after providing an opportunity for consultation to the Physics faculty, the Chair will recommend the candidate of the Coordinator of Applied Physics Program to the Dean no later than the beginning of finals week of each relevant Spring semester.

## • Voting Rights

All Program faculty members are allowed to vote in chair elections. Tenured and probationary faculty members each have one full vote (those holding joint appointments in another program have a vote in proportion to their Program workload). Full and part time lecturer faculty vote weight is counted according to their annual time base in teaching Program courses as follows:

.1-7.5 WTUs = .25 vote

7.6-15 WTUs = .5 vote

15.1-22.5 WTUs = .75 vote

22.6-30 WTUs = 1.0 vote

## • Votes of Confidence/ No Confidence

Any tenured or probationary faculty member may call for a vote of no confidence in the Chair, the Coordinator of the Applied Physics Program or the Director of the Master of Science in Mathematics Program. The call may be made at any regularly scheduled faculty meeting, or at a meeting called for the purpose by any tenured or probationary faculty member. A vote of no confidence will be taken by secret ballot by the same procedure specified for the elections. The results of a vote of no confidence in the Chair will be reported to the Dean.

## • Officer Evaluation

The Chair will be evaluated in the Spring semester of her/his second year in office, following the Chair Evaluation Policy approved by the Academic Senate. The Coordinator of Applied Physics Program and the Director of Masters of Science in Mathematics Program will be evaluated in the Fall semester of her/his second year in office by surveying the program faculty.



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## IV. Other Unit Assignments

- **Process for Advising Assignments**

Student Advisors, the Developmental Mathematics Coordinator, the Mathematics Lab Coordinator, and the CCTC Advisor, as well as other assignments that may be developed, will be appointed by the Chair on a semester-to-semester basis. The Coordinator for the Applied Physics Program will, as part of her/his duties as coordinator, advise all Applied Physics majors and minors, or share these duties with other faculty members.

- **Process for Assessment Assignments**

The Program Chair will assign assessment tasks to various faculty, after taking their workloads into consideration.

## V. Unit Faculty

- **Process to constitute the Program Personnel Committee (PPC)**

The PPC will be constituted according to the process outlined in the Program Personnel Standards (PPS). The PPC(s) within the Program will be reconstituted or reaffirmed each year.

- **Process to create and amend the Program Personnel Standards (PPS)**

All tenured and probationary faculty in the specific program may participate in revising the Program Personnel Standards. After faculty vote on adopting a PPS, the document will be forwarded to the Faculty Affairs Office to begin the review process.

- **Number of classes evaluated**

For the first four semesters of employment all new faculty will administer student evaluations in all their sections, with the exceptions of classes numbered 490 - 499, 399, and of the 94 and 95 labs. New faculty teaching these classes may elect to evaluate them, but are not required to do so. After four semesters, faculty will administer student evaluations in at least two sections per year.

- **How classes are evaluated**

Student evaluations of teaching shall be administered according to the university's policy. All faculty will have a minimum of one peer observation of a class per academic year.

## VI. Other Unit Decisions



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The Mathematics and Applied Physics Program will hold departmental meetings to discuss other decisions. The Program will make every effort to achieve consensus. If consensus is impossible, a simple majority vote will institute Robert's Rules of Order. Announcement of an upcoming meeting involving an official vote will be circulated in advance, and any faculty unable to attend may communicate his or her vote in advance of the meeting.

Issues requiring an official vote include adoption of bylaws, and decisions affecting RTP, curriculum, hiring, honors, and department representation.

- **Criteria for Program Honors**

Students may be nominated for Program Honors by any faculty member, tenured, probationary, or temporary. Students must have a minimum 3.0 GPA overall, and a minimum 3.5 GPA in the program to qualify. Nominated students will be informed of their selection by the Chair. Subsequently, all tenured and probationary faculty will vote on the students to receive Program Honors. Each faculty member will have two votes. The highest vote getters will be awarded Program Honors.

- **Participation of FERP Faculty**

FERP faculty are eligible to participate in the shared governance of the Department through participation in meetings and serving on committees. FERP faculty are not eligible to serve as Chair. FERP faculty are eligible to serve on Program Personnel Committees.

- **Process to amend unit bylaws**

Any tenured or probationary faculty member wishing to propose an amendment to these bylaws may do so at a regularly scheduled faculty meeting of the Department, or at a special meeting called for the purpose. Amendments shall be approved by a 2/3 majority of the tenured and probationary faculty in Mathematics and Applied Physics.

**VII. Unit bylaws shall be approved by a 2/3 majority of the tenure track faculty in the unit.**

**VIII. Unit bylaws shall be approved by the appropriate Dean.**

**IX. Unit bylaws shall be approved by the Provost.**



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