Department of Mathematics: Ad hoc committees for AY 2021-2022

Definitions:

Tenure system faculty: as defined in Provost Communication #3, must have at least 50% appointment to be eligible for service on EC, P&T, Grievance, UAC, or the Personnel Committee for Specialized Faculty

Instructional staff: tenure system faculty, specialized faculty, and academic professionals teaching at least one course per year, all must have at least 50% appointment

Statutory Committees

1. Executive Committee
    a. Six tenured faculty + Department Chair (voting ex officio member and EC Chair)
    b. Elected
    c. Two year terms, staggered
    d. Responsible for the budget. Make committee appointments. Oversee department elections. Oversee department meetings. Oversee adherence to the Bylaws. Report annually to the faculty on the general state of the department (typically delegated to the Chair). Act on matters of hiring and recruitment. Conduct annual reviews.
2. Promotion and Tenure Committee
    a. Ten tenured faculty + Department Chair (voting ex officio)
    b. Appointed
    c. Two year terms, staggered
    d. Review progress of candidates for promotion and tenure. Recommend candidates for promotion, tenure, or terminal appointment. Review proposed tenured appointments.
3. Grievance Committee
    a. Four tenure system faculty
    b. Elected
    c. Two year terms, staggered
    d. Hear any grievances presented by members of the department.
4. Capricious Grading Committee
    a. Two tenure system faculty, one additional member of the instructional staff, two graduate teaching assistants
    b. Elected
    c. One year term
    d. Hear all capricious grading appeals. Act, upon request, as the hearing committee for appeals of academic integrity charges brought in accordance with the Student Code.
5. Undergraduate Affairs Committee
    a. Four members of the instructional staff (at least three tenure system faculty), one graduate teaching assistant, one undergraduate student, Director of Undergraduate Studies (voting ex officio), Associate Chair (non-voting ex officio)
    b. Appointed
    c. Two year terms (instructional staff), one year terms (students)
    d. Act as educational policy committee for the undergraduate program. Provide oversight for undergraduate advising, honors, extension, correspondence courses.

6. Graduate Affairs Committee
    a. Four members of the instructional staff (all must be either tenure system faculty or Research faculty, and at least must be three tenure system faculty), two graduate students, Director of Graduate Studies (voting ex officio)
    b. Appointed
    c. Two year terms (instructional staff), one year term (students)
    d. Consider all matters concerning the graduate program, including but not limited to: curriculum, degree requirements, academic progress.
7. Personnel Committee for Specialized Faculty
    a. Three tenure system faculty (standing), two additional members of the instructional staff (ad hoc, appointed for each promotion or appointment case)
    b. Appointed
    c. Two year terms (tenure system faculty), case-by-case basis (additional members)
    d. Make recommendations for appointment and promotion of Specialized Faculty.

<u>Ad hoc Committees</u>

1. Alumni Award Committee
    a. Two tenure system faculty + Dept Chair + Communications Coordinator + two alumni
    b. Appointed
    c. Three year terms, staggered
    d. Review nominations for departmental alumni awards and select award recipients.
2. Altgeld/Illini Renovation Committee
    a. Variable
    b. Appointed
    c. One year term
    d. Review draft materials from project architects.
3. Area Chairs / Comp Exam Committees
    a. Area Chair: one tenure-system faculty ; Comp Exams: two tenure system faculty (all exams except 500, 540, 542), four tenure system faculty (500, 540, 542)
    b. Appointed
    c. One year term
    d. Area Chairs: Convene meetings of area participants. Recommend instructors for area-specific courses. Discuss area-specific curricula. Discuss other area-specific matters. Comp Exams: Write, administer and grade Comprehensive Exams in specific area.
    e. Areas: Actuarial Science, Algebra, Algebraic Geometry, Analysis, Combinatorics, Differential Equations/Applied Mathematics, Geometry/Topology, Number Theory, Probability
4. Awards, Scholarships and Fellowships Committee
    a. 4 members of the instructional staff + Director of Undergraduate Studies (ex officio non voting) + Director of Graduate Students (ex officio non voting)
    b. Appointed
    c. One year term
    d. Select recipients of (non-instructional) departmental awards and prizes for faculty, students and staff. Make recommendations to DUS and DGS for undergraduate and graduate scholarships and fellowships.
5. Climate/Equity/Inclusivity Committee
    a. Four tenure system faculty + two instructional staff + two graduate students
    b. Appointed

    c. One year term
    d. Discuss issues of equity and climate including but not limited to, admission, instruction, mentoring, hiring, evaluation, promotion/tenure. Draft a Statement on Climate, Equity and Inclusion for the department website. Formulate recommendations for actions or initiatives to improve the overall climate and to promote an equitable and inclusive work environment.
6. Colloquium Committee
    a. Four tenure system faculty + one graduate student
    b. Appointed
    c. One year term
    d. Solicit names of potential colloquium speakers. Select colloquium speakers, including speakers for the Math and Science in Society colloquium series.
7. Computer Steering Committee
    a. 1 tenure system faculty, Associate Director of Business and Financial Operations, Facilities Operations Coordinator, ATLAS lead IT staff member for Mathematics
    b. Appointed
    c. One year term
    d. Provide oversight for the computing infrastructure of the department, in collaboration with ATLAS. Manage IT budget and inventory.
8. Development Committee
    a. One tenure system faculty (Chair of Math Development Advisory Board) + Department Chair
    b. Appointed
    c. One year term
    d. Advise on matters related to alumni relations, advancement, and fundraising. Conduct annual meeting of the Math Development Advisory Board as well as meetings of MDAB committees. Meet regularly with LAS Advancement Officer assigned to Mathematics.
9. Elections Committee
    a. 2 tenure system faculty
    b. Appointed
    c. One year term
    d. Conduct departmental elections for standing committees. Report election results.
10. Graduate Applications Review Committee
    a. 13 tenure system faculty or Research faculty. Director of Actuarial Science serves ex officio.
    b. Appointed
    c. One year term
    d. Review graduate applications. Make recommendations to the DGS for admission. GARC chair will consult with DGS prior to the application season to decide on process.
11. Liaisons
    a. One tenure system faculty for each liaison appointment
    b. Appointed
    c. One year term
    d. Liaisons to: Beckman Institute, College of Engineering, IGB, Math Library, MSRI
12. Picnic and Social Events Committee
    a. Three members of the department faculty or staff
    b. Appointed
    c. One year term
    d. Organize social events throughout the year, including but not limited to, Fall and/or Spring Department Picnics, Department Homecoming event, Joint Math Meetings reception.

13. Postdoctoral Search Committee
    a. Four tenure system faculty
    b. Appointed
    c. One year term
    d. Identify appropriate postdoctoral candidates and corresponding faculty mentors. Make hiring recommendations for postdocs to Executive Committee.
14. Space Committee
    a. Two tenure system faculty + one graduate student + Facilities Operations Manager
    b. Appointed
    c. One year term
    d. Help the department to utilize and improve its physical facilities. Propose and help to implement policies on office assignment.
15. Strategic Planning Committee
    a. Four tenure system faculty
    b. Appointed
    c. One year term
    d. Advise the Executive Committee on matters of strategic import. Assist, at occasional intervals, in conducting external reviews of specific programs or the entire department.
16. Study Abroad Committee
    a. One tenure system faculty
    b. Appointed
    c. One year term
    d. Review descriptions of math courses at study abroad institutions. Articulate courses for UIUC course credit.
17. Teaching Awards Committee
    a. Two tenure system faculty + one Specialized Faculty + one graduate student
    b. Appointed
    c. One year term
    d. Prepare award nominations for College and campus teaching competitions. Select finalists for department teaching awards. Supervise TA Teaching Awards Committee.
18. Undergraduate Advising Committee
    a. Variable
    b. Appointed
    c. One year term
    d. Advise math majors on course selection and degree requirements.