

# **DEPARTMENTAL PROCEDURES**

Department of Mathematics  
University of California, Davis

Approved on 6/13/2022<sup>1</sup>

## **I. Scope**

The Departmental Procedures outlined below apply to all non-personnel issues. These Procedures may be amended by a vote of the non-emeriti/ae senate-member faculty in a written or electronic ballot, provided that at least two thirds of all such faculty participate in the vote and a majority of the votes support the proposed amendment.

## **II. Relationship between the Department Chair, the Faculty Representative Committee and the Faculty**

The following principles provide the basic philosophy for the organization of the Department:

- a. The Mathematics Department Faculty is a community of scholars which at all times constitutes a committee of the whole on policy matters which affect the Department or its members. The Chair is expected to seek a consensus on all significant policy decisions and to carry out the collective wishes of the Department. In case very extraordinary circumstances lead the Chair to act contrary to a consensus or majority view, all concerned must be informed of the action taken.
- b. "Faculty" is defined to mean those members of the Department who are members of the Academic Senate.
- c. The Faculty Representative Committee (FRC) serves as a representative assembly. Insofar as the advice rendered by FRC and elsewhere reflects the collective wishes of the Department, the Chair is expected to act positively upon it. If there is doubt that the advice of FRC is representative of the Department as a whole, it is expected that the issue will be brought before the Department before any action is taken.

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<sup>1</sup> These Departmental Procedures were approved by department vote on 6/13/2022, replacing the earlier Procedures in effect dated 6/30/94.

- d. The members of FRC are obligated to consider the views of all segments of the Department during their deliberations and to represent their personal interests with discretion.
- e. An agenda will be distributed to the entire Department faculty in advance of FRC meetings and all policy advice will be reported in the FRC minutes. If any member of the faculty feels that a given issue deserves wider consideration, it can be brought through the petition process (See Section 5) before the entire faculty for discussion or a vote or both.

### **III. The Chair and the Faculty Representative Committee**

1. The Faculty Representative Committee (FRC) shall consist of five elected members together with three non-voting ex-officio members. The ex-officio members consist of the Chair of the Department, the Chair of the Graduate Program Committee (GPC) and the Chair of the Undergraduate Program Committee (UPC), who are appointed by the Chair of the Department.
2. The FRC shall consist of five elected faculty members of whom at least one shall be a full Professor and at least one an Associate Professor, Assistant Professor, or Lecturer with Security of Employment, unless there is no member of these ranks. Each member of the FRC should routinely consult a broad and varying segment of the Department to help assure adequate communication amongst faculty.
3. If any member of the FRC is unable to serve one or more quarters of their term, a special election will be held to elect a substitute for this period. The special election shall be held separately from any election which may be occurring contemporaneously to fill regular FRC vacancies.
4. The term of office for an elected member is two years. No member can be elected for two successive terms. The terms shall be staggered so that three members are elected one year and two members are elected in the following year.
5. To be placed in nomination for one of the elected positions on the FRC requires the endorsement of three faculty members of the Department and an attestation by the proposed candidate that they are willing to serve. Endorsements and attestations may be communicated in writing or via electronic communication. A faculty member may endorse only one nominating petition for each vacancy.
6. The slate of candidates in an election to fill vacant positions on the FRC must be consistent with the constraints on the makeup of the committee described in III.2 above. Each faculty member shall have one vote for each vacancy. Following the counting of ballots, the number of candidates equal to the number of vacancies who receive the highest number of votes shall be elected, except as may be necessary to assure that at least one member of the FRC shall be a full Professor and at least one an Associate Professor, Assistant Professor, or Lecturer with

Security of Employment, in which case the candidate of the required rank receiving the highest number of votes shall be elected. In the event that a faculty vacancy of either rank must be filled and the top two candidates for such a vacancy receive an equal number of votes, a run-off election between these two candidates will be held.

7. The election for members of the FRC will be held each year between the beginning of the fifth and the end of the eighth week of spring quarter. The new FRC will take office immediately upon election.

#### **IV. Duties and Responsibilities of the FRC**

1. All meetings of the FRC that do not deal with personnel matters shall be open to the faculty and Continuing Lecturers of the Department. All shall have the right to speak. However, only elected FRC members have the right to vote.
2. The FRC will meet at least once each quarter throughout the academic year. Three elected members of the FRC shall constitute a quorum.
3. The Chair of the FRC shall be elected by the FRC from the five elected members. The Chair shall serve a one-year term in that capacity but can be elected for a second consecutive term if still a member of the FRC. If the Chair is unable to serve in the Chair role for one or more quarters of their term, FRC will elect a substitute Chair for this period.
4. The members of the two standing committees, UPC and GPC, are appointed by the Chair of the Department, following consultation with the FRC at a regularly scheduled meeting of the FRC. These appointments should be made late in the Spring quarter, following the election of the new FRC, and in consultation with the new FRC. Each of these two standing committees must schedule at least one meeting each quarter. The agenda will be distributed to the faculty at least three working days prior to the meeting.
5. The Chair of the FRC is responsible for calling the meeting of the FRC, publishing the agenda, conducting the meetings and preparing minutes of each meeting for distribution to the faculty.
  - (a) The Chair of the FRC in consultation with the Department Chair prepares the agenda of each FRC meeting. This agenda will be distributed to the faculty at least five working days prior to the scheduled meeting. At the discretion of the Chair of the FRC, in consultation with other members, agenda items can be identified as consent calendar items. If no petition is received prior to the meeting date requesting the removal of items from the consent calendar, such items will be considered approved.
  - (b) Minutes are to be taken at each meeting of the FRC by the Chair of FRC. These minutes are to be edited by the Chair of the FRC, approved by the voting members of FRC, and reviewed by the Chair of the Department, prior to distribution to the faculty. This distribution must occur within 7 working days following the meeting.
6. Input (preferably written) from the faculty is sought on each item of the agenda of a forthcoming FRC meeting.

7. Following the distribution of the minutes of a FRC meeting, if no petition endorsed by four members of the faculty for a ballot of the entire faculty is filed within five working days of the date of distribution, all advice given to the Department Chair by the FRC shall be assumed to constitute the wishes of the faculty and regarded as final. A statement to this effect shall be included at the beginning of all minutes, together with the final date when any petitions can be submitted. Petitions may be submitted in writing or via electronic communication.
8. It may be necessary as issues arise in the Department, to select ad hoc committees to study such issues and make recommendations to the faculty and the Department Chair. Such committees shall be appointed by the Department Chair, following consultation with the FRC at a regularly scheduled meeting of the FRC. The FRC may appoint ad hoc committees to make recommendations to the FRC. The UPC may appoint ad hoc committees to make recommendations to the UPC. The GPC may appoint ad hoc committees to make recommendations to the GPC.
9. Reports of all ad hoc committees are to be given to the Department Chair and each member of the appointing committee, FRC, UPC, or GPC. At the discretion of the appointing committee or the Chair of the Department, such reports may also be distributed to the faculty of the Department. All reports will be made available to any Department member upon request.
10. All other department committees, including the UPC and GPC, make recommendations to the FRC. The FRC will approve, disapprove or refer back to the committee, each recommendation. In the absence of a petition, as described in IV.7 above, the recommendation of the FRC is assumed to be the recommendation of the Faculty of the Department. At its discretion, the FRC may approve recommendations of the UPC and GPC without meeting. The FRC should notify all faculty of such actions by publishing minutes. Such recommendations are also subject to the petition process as described in IV.7.
11. Every 3 to 5 years, the FRC should prepare a strategic plan for the Department. Every Fall, the FRC should review this plan and update it as appropriate. The Chair should prepare the Department's Hiring Request in accordance with this plan and submit it to the FRC for approval.

## **V. The Petition Process and Department Meetings**

The Chair of the Department or the Chair of the FRC may call a department meeting at any time, provided that there shall be at least one regular department meeting in every academic year. The date and time of the scheduled meeting should be announced two weeks prior to the meeting.

1. Prior to all department meetings, the calling chair will prepare and publish an agenda. This agenda must be circulated among the faculty at least five working days before the scheduled meeting. Ten faculty members (who are not emeriti) shall constitute a quorum.

2. A petition endorsed by four faculty members to the Department Chair or the Chair of the FRC is sufficient to require that a particular issue be placed on the agenda of the next FRC or Department meeting, as specified by the petition. A substantial issue may be placed on the agenda by any faculty member. The agenda item must be submitted in writing or via electronic communication to either the Department Chair or the Chair of the FRC and may be submitted at any time during the year. Such issues will be placed on the agenda in the chronological order in which the petitions are received by the Department Chair or the Chair of the FRC, unless there is adequate reason to break this natural ordering.
3. Since some issues may arise which fall in the emergency category, a group of six petitioners may call for a special department meeting.
4. Upon the request of any individual faculty member, any vote taken during a department meeting shall be by written ballot rather than by a show of hands (or vocal ayes/nays).
5. Agenda items discussed during a faculty meeting may be decided by a vote of the faculty present at the meeting during which the issues are discussed. The outcome of this vote shall constitute a recommendation to the Department Chair.
6. Although issues may be raised from the floor during a Department meeting, items not on the agenda can be voted on only by unanimous consent of those present at a regular meeting.
7. Reports of recommendations made during each department meeting must be distributed to the faculty by the Chair within five working days following the meeting.
8. Following distribution of the recommendations or votes of a department meeting, if no petition endorsed by four members of the faculty for a ballot of the whole faculty is submitted in writing or via electronic communication within 5 working days of the date of distribution, all advice given to the Department Chair by the faculty shall be assumed to constitute the wishes of the Department and regarded as final. A statement to this effect shall be included at the beginning of all minutes, together with the final date when any petitions can be submitted.
9. The results of all recommendations made using written or electronic ballots of the faculty will be reported to the faculty via electronic communication within one working day following the counting of the ballots.
10. Except as noted above, Robert's Rules of Order shall apply in all department meetings.