

## School of Mathematical and Statistical Sciences Bylaws

### POLICY 07: SCHOOL ADMINISTRATION

#### A. Associate School Director for Faculty and Student Success

1. The Associate School Director for Faculty and Student Success is a faculty member who is an administrative leader of the School and should have the confidence of a majority of the 3-year Lecturers, tenure-track and tenured faculty, the School Director, and the Dean of the College.
2. The workload of the Associate School Director for Faculty and Student Success appointment is 30% administration.<sup>1</sup>
3. The Associate School Director for Faculty and Student Success reports to the School Director and will be granted a 30% teaching release per academic year, and a stipend that is either defined by University policy or determined and approved by the Dean and Provost/EVPAA.<sup>2</sup>
4. To be eligible to serve as Associate School Director for Faculty and Student Success, an individual shall: hold an earned doctorate in Mathematics, Applied Mathematics, Statistics, or Mathematics Education; hold a full-time tenured position in the School of Mathematical and Statistical Sciences and have demonstrated leadership, managerial, and administrative abilities; hold academic rank in the School at the Associate Professor level or higher.<sup>3</sup>
5. The Associate School Director for Faculty and Student Success shall be selected by the School Director with the concurrence of the Dean and a majority vote of the 3-year Lecturers, tenure-track and tenured faculty members of the School.
6. The term of appointment for the Associate School Director for Faculty and Student Success flexible, with standard term being three years. Terms may be renewed without limit if the Associate School Director for Faculty and Student Success continues to meet or exceed expectations as defined by institutional policy. Associate School Directors are appointed on the basis of a fiscal year (12 months).<sup>4</sup>
7. If the Associate School Director for Faculty and Student Success is primarily assigned on the same campus as the School Director, then the Associate School Director for Faculty and Student Success must be available on the other campus (Edinburg or Brownsville) at least once a week either in person (preferred) or via videoconferencing, so that, combined with

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<sup>1</sup> The proposed workload percentages are based on the assumption that teaching one 3-credit-hour course in mathematics, statistics, or mathematics education in one semester accounts for 10% of the workload over one academic year, not including summer teaching.

<sup>2</sup> See "Service -- Administrative and Committee Service" cited in the document Presidential Workload Credits Types and Definitions, posted at the Office of the Provost Website, under Faculty Resources, at <http://www.utrgv.edu/provost/faculty-resources/index.htm>.

<sup>3</sup> UTS 182 Sec. 2 Eligibility. To be eligible to serve as a department chair, an individual shall hold a tenured position in his/her respective department and have demonstrated leadership, managerial, and administrative abilities. Also, see UTRGV H.O.P Section ADM 06-303.D.2.

<sup>4</sup> UTRGV H.O.P. Section ADM 06-303.D.4.a.

the School Director's weekly availability on the other campus, at least one of them is available twice a week.

8. When the Associate School Director for Faculty and Student Success is temporarily Acting School Director, during the absence of the School Director, he/she must be temporarily available on the other campus (Edinburg or Brownsville) at least twice a week, if his/her teaching schedule allows for two days where no classes have been assigned, until the School Director's return.
9. The Associate School Director for Faculty and Student Success is responsible for:
  - a. All tasks and responsibilities assigned to him/her by the School Director that are related with the overall leadership, management, and administration of the School, as defined in Policy 04 of these By-Laws
  - b. Temporarily serving as Acting School Director, with the authority to sign documents, when the School Director is travelling outside of the Rio Grande Valley area or during a leave of absence <sup>5</sup>.

#### **B. Associate School Director for Enrollment Management**

1. The Associate School Director for Enrollment Management reports to the School Director. and will be granted 30% teaching release <sup>6</sup>per academic year, and a stipend that is either defined by University policy or determined and approved by the Dean and Provost/EVPAA.
2. The workload of the Associate School Director for Enrollment Management appointment is 30% administration.<sup>7</sup>
3. To be eligible to serve as Associate School Director for Enrollment Management, an individual shall be a full-time tenured faculty member of the School, hold an earned Doctorate in Mathematics, or Statistics, or Applied Mathematics, or Mathematics Education, and have demonstrated leadership, managerial and administrative abilities.
4. The Associate School Director for Enrollment Management is appointed by the School Director and serves at the pleasure of the School Director.
5. The duties of the Associate School Director for Enrollment Management include but not limited to:
  - a. Analyzing enrollment statistics and making recommendations to the School Director about how many course sections need to be created for each course, per semester and

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<sup>5</sup> For the details of UTRGV leave policies see UTRGV HOP Sections ADM 04-104, ADM 04-602, ADM 04-603, ADM 04-606, ADM 04-607, ADM 04-608, ADM 04-609, ADM 04-613, ADM-04-613, ADM 04-614

<sup>6</sup> Note that the School of Mathematics and Statistical Sciences encompasses four distinct disciplines: Pure Mathematics, Applied Mathematics, Statistics, and Mathematics Education. Consequently, this workload release for an Associate School Director for Enrollment Management, on top of the workload release for the School Director and Associate School Director for Faculty and Student Success, can be justified under "Service -- Administrative and Committee Service" cited in the document Presidential Workload Credits Types and Definitions, posted at the Office of the Provost Website, under Faculty Resources, at <http://www.utrgv.edu/provost/faculty-resources/index.htm>.

<sup>7</sup> This policy amends the workload policy of the SMSS Post Tenure Review document that was approved on 09/13/2017

whether some of these course sections need to be offered in ITV, online, or hybrid format.

- b. Soliciting faculty course teaching preferences in a timely manner.
  - c. Preparing and submitting the course schedule to the Registrar for the Fall, Spring, and Summer semesters in consultation with the School Director, consistently with the assigned faculty workloads, accommodating faculty preferences and student needs to the extent possible, and following the established course rotation policy.
  - d. Continuously monitoring student enrollment over all School courses, and making any necessary adjustments by opening, closing, or combining course sections to prevent course cancellations, and by responding to course cancellations with any necessary further adjustments to the class schedule.
  - e. Opening sections for undergraduate research courses, masters project/thesis courses, for faculty that are advising undergraduate or graduate students in research.
  - f. Monitoring the changes made to the course schedule by the Registrar to ensure that they best serve the interests of the School and its students and resubmit corrections and adjustments when needed.
  - g. Advising the School Director on the course rotation of undergraduate and graduate courses, based on student demand and graduation requirements stipulated in our degree plans.
  - h. Based on course cancellation and student demand patterns, making recommendations on any needed adjustments to the School's degree plans, or on faculty hiring needs.
6. The duties of the Associate School Director for Enrollment Management shall not be extended beyond the scope of course scheduling, enrollment management, and student-related affairs.

### **C. Undergraduate Program Coordinator**

1. The Undergraduate Program Coordinator reports to the School Director. and will be granted a 20% teaching release <sup>8</sup> per academic year.
2. The workload of the Undergraduate Program Coordinator appointment is 20% administration.
3. To be eligible to serve as Undergraduate Program Coordinator, an individual shall be a tenured faculty member of the School, hold an earned Doctorate in Mathematics, or Statistics, or Applied Mathematics, or Mathematics Education, and have demonstrated leadership, managerial and administrative abilities.
4. The Undergraduate Program Coordinator is appointed by the School Director and serves at the pleasure of the School Director.

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<sup>8</sup> See "Administration -- Major Academic Advising" cited in the document *Presidential Workload Credits Types and Definitions*, posted at the Office of the Provost Website, under *Faculty Resources*, at <http://www.utrgv.edu/provost/faculty-resources/index.htm>

5. The Undergraduate Program Coordinator is responsible for recruiting and advising undergraduate students via email and in-person meetings. This includes but is not limited to approving their placement in introductory math courses and evaluating progress in pursuing the School's undergraduate degree plans, approving registration overrides, course substitutions, and advising students appealing financial aid or their admission to the teaching program.

#### **D. Undergraduate co-Advisor**

1. The Undergraduate co-Advisor reports to the Undergraduate Program Coordinator and the School Director and will be granted a 10% teaching release<sup>9</sup> per academic year.
2. The workload of the Undergraduate co-Advisor appointment is 10% administration.
3. To be eligible to serve as Undergraduate co-Advisor, an individual shall be a tenured faculty member of the School, hold an earned Doctorate in Mathematics, or Statistics, or Applied Mathematics, or Mathematics Education, and have demonstrated leadership, managerial and administrative abilities.
4. The Undergraduate co-Advisor must be assigned to and be resident on a campus other than the Undergraduate Program Coordinator. (Edinburg or Brownsville)
5. The Undergraduate co-Advisor is appointed by the School Director, only if the School Director deems it necessary, and serves at the pleasure of the School Director.
6. The Undergraduate co-Advisor will assist the Undergraduate Program Coordinator with the advising of undergraduate students resident on the campus other than the one where the Undergraduate Program Coordinator is assigned to. (Edinburg or Brownsville)

#### **E. Graduate Program Coordinator**

1. The Graduate Program Coordinator reports to the School Director. and will be granted a 20% teaching release per academic year.<sup>10</sup>
2. The workload of the Graduate Program Coordinator appointment is 20% administration.
3. To be eligible to serve as Graduate Program Coordinator, an individual shall be a tenured faculty member of the School, hold an earned Doctorate in Mathematics, or Statistics, or Applied Mathematics, or Mathematics Education, and have demonstrated leadership, managerial and administrative abilities.
4. The Graduate Program Coordinator is appointed by the School Director and serves at the pleasure of the School Director.

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<sup>9</sup> See "Administration -- Major Academic Advising" cited in the document *Presidential Workload Credits Types and Definitions*, posted at the Office of the Provost Website, under *Faculty Resources*, at <http://www.utrgv.edu/provost/faculty-resources/index.htm>.

<sup>10</sup> See "Administration -- Major Academic Advising" cited in the document *Presidential Workload Credits Types and Definitions*, posted at the Office of the Provost Website, under *Faculty Resources*, at <http://www.utrgv.edu/provost/faculty-resources/index.htm>

5. The Graduate Program Coordinator will be responsible for managing the School's graduate program and duties will include but not be limited to the following:
  - a. Chairing the Graduate Curriculum Committee and coordinating recruitment through the Committee.
  - b. Advising Graduate students via email, in-person meetings, and electronic meetings, in consultation with the Graduate Curriculum Committee.
  - c. Creating and recording of degree plans, responding to substitution requests, approving registration overrides, course substitutions, and advising students appealing financial aid or their admission to graduate programs.
  - d. Responding to inquiries from interested students.
  - e. Working with the School Director to collect GTA requests and making GTA assignments.
  - f. Collecting, organizing and writing assessment plans and reports for the graduate programs
  - g. Approving thesis committees
  - h. Handling student appeals
  - i. Organizing thesis writing workshops

#### **F. Graduate co-Advisor**

1. The Graduate co-Advisor reports to the Graduate Program Coordinator and the School Director and will be granted a 10% teaching release <sup>11</sup> per academic year.
2. The workload of the Graduate co-Advisor appointment is 10% administration.
3. To be eligible to serve as Graduate co-Advisor, an individual shall be a tenured faculty member of the School, hold an earned Doctorate in Mathematics, or Statistics, or Applied Mathematics, and have demonstrated leadership, managerial and administrative abilities.
4. The Graduate co-Advisor must be assigned to and be resident on a campus other than the Graduate Program Coordinator. (Edinburg or Brownsville)
5. The Graduate co-Advisor is appointed by the School Director, only if the School Director deems it necessary, and serves at the pleasure of the School Director.
6. The Graduate co-Advisor will assist the Graduate Program Coordinator with the advising of graduate students resident on the campus other than the one where the Graduate Program Coordinator is assigned to. (Edinburg or Brownsville)

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<sup>11</sup> See "Administration -- Major Academic Advising" cited in the document *Presidential Workload Credits Types and Definitions*, posted at the Office of the Provost Website, under *Faculty Resources*, at <http://www.utrgv.edu/provost/faculty-resources/index.htm>