

School of Mathematical and Statistical Sciences Bylaws

POLICY 04: SCHOOL DIRECTOR

A. Definition

1. The School Director is a faculty member who serves as the administrative leader of the School ¹ and should have the mutual confidence of the majority of the 3-year Lecturers, tenure-track, and tenured faculty of his or her School, and the Dean of the College, and the Provost/EVPAA of the University.

B. Workload and Evaluation of the School Director

1. Due to the large size of the School of Mathematical and Statistical Sciences, the School Director has substantial administrative responsibilities. Consequently, the formal workload distribution for the School Director is²: 60% administration, 20% teaching, 10% research and scholarship, 10% service.³
2. The School Director's performance of his/her administrative assignment will be evaluated annually by the Dean, as part of the annual evaluation process, using the criteria on the School Director Annual Evaluation document of the School of Mathematical and Statistical Sciences⁴.
3. All other evaluations of the School Director's teaching, research and scholarship, and service (not related to his/her administrative responsibilities) will be conducted using the criteria defined in School documents for the workload distribution defined in B.1.
4. The School Director can be also subject to a comprehensive evaluation of his administrative responsibilities, in accordance with Policy 06: *Comprehensive Evaluation of the School Director*.

C. Eligibility and term of appointment

1. To be eligible to serve as School Director⁵, an individual shall:
 - a. hold an earned doctorate in Mathematics, Applied Mathematics, Statistics, or Mathematics Education;
 - b. hold a full-time tenured position in the School of Mathematical and Statistical Sciences and have demonstrated leadership, managerial, and administrative abilities;

¹ UTS 182 "Sec. 1 General. Each academic department shall have a chair who is a member of and serves as the academic leader of the department faculty and the designated administrator of the department. The department chair reports to a dean and serves at the pleasure of the dean, with the concurrence of the Provost. 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, UTRGV H.O.P. Section ADM 06-303.C.1. Available at <http://www.utrgv.edu/hop/policies/adm-06-303.pdf>.

² This policy amends the workload policy of the SMSS Post Tenure Review document that was approved on 09/13/2017

³ The workload percentages assume 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.

⁴ See UTRGV HOP Section ADM 06-303.D.6

⁵ 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.

- c. hold academic rank in the School at the Associate Professor level or higher.
2. The term of appointment for a School Director is flexible, with standard terms being three years. Terms may be renewed without limit as long as the School Director continues to meet or exceed expectations as defined by the School Director Annual Evaluation document of the School of Mathematical and Statistical Sciences. School Directors are appointed on the basis of a fiscal year (12 months)⁶.
3. The School Director may be removed from the administrative position at any time for reasonable cause at the discretion of the Dean with the concurrence of the Provost/EVPAA⁷.

D. Duties and responsibilities

1. The School Director is responsible for the overall leadership, management, and administration, of the School, which shall include the following duties and responsibilities⁸:
 - a. Consulting with and representing the interest of School faculty on policies, plans, and procedures that affect the School;
 - b. Strategic planning and goal setting aligned with similar efforts at the college/school and university level;
 - c. Promoting faculty development in teaching, research, and public service and, within the limits imposed by administrative duties, providing leadership by example in these activities;
 - d. Supervising the instructional, scholarly, creative and service activities of the School, and maintaining and improving their quality;
 - e. Ensuring that School policies and practices are consistent with those of the University;
 - f. Conveying faculty and program concerns and needs to the Dean and/or the upper administration;
 - g. Informing School faculty on a regular basis about new School-related developments, including but not limited to travel budget, funds available for teaching-related software/technologies or for inviting speakers for colloquia/seminars, appointment of committees, faculty positions and searches, visitors, received external funding, announcements of new faculty hiring, retirements, tenure and promotion announcements, new GTAs, etc.
 - h. Guiding and mentoring tenure-track faculty and new hires;
 - i. Maintaining an environment of collegiality and shared governance;
 - j. Addressing questions, complaints, grievances, and suggestions from faculty, staff, and students;
 - k. Preparing and submitting to the Dean personnel evaluations and recommendations associated with appointment, reappointment, non-reappointment, tenure, promotion, and merit for professional and clerical staff;
 - l. Preparing budget requests and supervising the allocation and expenditure of School funds;
 - m. Developing effective professional relationships with relevant community organizations and agencies and with related academic departments at other institutions in the State;

⁶ UTRGV H.O.P. Section ADM 06-303.D.4.a.

⁷ UTRGV H.O.P. Section ADM 06-303.D.9

⁸ UTS 182, Sec. 5 and UTRGV H.O.P. Section ADM 06-303.D.5.

- n. Representing the School in meetings with other department chairs, university administrators, and faculty;
 - o. Cooperating and consulting with other academic unit chairs in the development of co-requisites and interdisciplinary and transdisciplinary courses and programs.
 - p. Serving as a liaison with relevant professional associations;
 - q. Articulating and implementing University policy within the School and monitoring the alignment of University and School policies, procedures, and standards with those of state and national regulatory and accrediting agencies.
 - r. Preparing, revising and submitting School class schedules with consideration to faculty preferences and faculty class assignments to the Dean;
 - s. Handle faculty applications to Graduate Faculty Status.
2. The School Director may be assigned additional responsibilities by the academic Dean.
 3. The School Director shall be available at least once a week either physically (preferred) or via videoconferencing on the campus (Edinburg or Brownsville) other than the one where he or she is primarily assigned to.