

## **POLICY 14: AD HOC SCHOOL COMMITTEES**

### **A. General Policy**

1. Ad Hoc Committees shall be created on an as-needed basis and shall exist until they have completed their charge or assigned task(s) unless a specific date for termination is established by a vote of the School Meeting or by the School Director at the time the committee is established.
2. The ad hoc committees established by the School of Mathematical and Statistical Sciences shall fall under the following categories, and be governed by the corresponding policies described herein:

### **B. Policy Document Committees**

1. Policy Document Committees will be responsible for creating or updating School Policy documents that include, but are not limited to, the School Bylaws, the Annual Evaluation document, the Tenure and Promotion document, the Post-Tenure Review document, the Lecturer Promotion and Reappointment document, the Peer Review of Teaching document, the Office Hours document.
2. Only tenured and tenure-track faculty and 3-year Lecturers are eligible to be members of a Policy Document Committee.
3. A Policy Document Committee will be elected by the faculty that will be subject to the policy, except that tenured and tenure-track faculty will also be voting faculty if the Committee mandate relates to faculty evaluation, tenure, promotion, or faculty workload policies. The size and structure of the Committee may be already defined by the corresponding document, otherwise it will be decided by the voting faculty.
4. Each committee will be responsible for one document, unless the voting faculty approve extending the mandate of the committee to work on additional documents.
5. For Committees tasked with revising these Bylaws, each policy section shall be considered a separate document, consequently the Committee mandate should define which policy sections are to be revised and whether the Committee can create new policy sections. Each policy section shall be submitted for a faculty vote and be approved by all levels of approval separately.
6. The School Director or a motion approved by a majority of faculty (out of the faculty to which the document will apply) will initiate the creation of a new policy document, as opposed to the revision of an approved policy document.
7. The rules governing the initiation of the review of an existing policy document are typically detailed in the document itself. Otherwise, a petition or motion supported by a majority of the faculty from among the faculty to which the policy document will apply will be needed to initiate review of an existing policy document.
8. The Committee will be responsible for creating or for revising the policy document or documents under its mandate.
9. The resulting documents must be approved by majority vote from amongst the faculty that have submitted a vote and to which the policy will apply, except that tenure-track and tenured faculty will be eligible to vote on all documents that relate to faculty evaluation processes, including but not limited to the Annual Evaluation document, the Tenure and

Promotion document, the Post Tenure Review document, and the Lecturer Promotion and Reappointment document.

10. The Committee must schedule and hold at least one townhall meeting as well as solicit feedback from the faculty by email before the first submission of the Policy Document for approval by faculty vote.
11. University policies that have been approved by the EVPAA may define additional levels of approval needed for a policy to take effect.
12. In the absence of any University policies that have been approved by the EVPAA that require approval of the Policy Document beyond the faculty level, the School policy will also need to be approved by the School Director, unless more than 75% of the faculty vote result is in support of the Policy Document.
13. Any changes to the Policy Document made as a result of the approval process by upper levels of authority, must be approved again by the Committee, and by another faculty vote.
14. The Policy Document Committee will be disbanded upon final approval of the new or revised Policy Document by all levels of authority, or if a petition is submitted to the School Director supported by a majority of the faculty members that were eligible voters during the election of the Committee.
15. The Policy Document Committee will conduct all committee meetings, townhall meetings and faculty votes only between and including the 1<sup>st</sup> day of classes in the Fall semester and one day after the grades are due at the end of the same semester, or between and including the 1<sup>st</sup> day of classes in the Spring semester and one day after the grades are due at the end of the same semester, excluding all holidays, Spring break, and all Saturdays and Sundays. The Policy Document Committee Chair may schedule emergency committee meetings beyond the aforementioned limitations only with the unanimous consent of all Committee members.

### **C. Search Committees**

1. Search Committees are ad hoc committees that are convened in order to conduct one or more searches for hiring new faculty at the School, including Lecturers, tenure-track or tenured faculty, or a School Director.
2. Only tenured and tenure-track faculty and 3-year Lecturers with at least 2 years of experience at UTRGV are eligible to be members of a Search Committee.
3. Search Committees for part-time and/or 1-year Lecturer Searches shall consist of either 3 faculty members, with at least 1 tenured or tenure-track faculty member, or at least 5 faculty members, with at least 2 tenured or tenure-track faculty members, chosen from amongst the 3-year Lecturers, tenure-track, or tenured faculty, in addition to an EDA.
4. Search Committees for 3-year Lecturer hiring will consist of at least 5 faculty chosen from amongst the 3-year Lecturers, tenured or tenure-track faculty in addition to an EDA, with at least 2 tenured or tenure-track faculty.
5. Search Committees for tenure-track positions will consist of tenure-track or tenured faculty. The size of the Committee should be an odd number, and the Committee Chair should be tenured. All other details about the size and structure of the Committee will be decided by the tenured and tenure-track faculty during a faculty meeting.

6. Search Committees for tenured positions will consist of tenured faculty. The size of the Committee should be an odd number. All other details about the size and structure of the Committee will be decided by the tenured and tenure-track faculty during a faculty meeting.
7. At least one committee member should have research expertise in a discipline of Mathematics that is related to the position being searched by the School, whenever it is possible. The four disciplines in Mathematics are: Applied Mathematics, Pure Mathematics, Statistics, and Mathematics Education.
8. The Committee will elect a Committee Chair from amongst its members.
9. With the exception of search committees for Lecturer Searches, all other search committees will be elected by the tenured and tenure-track faculty. The School Director may either appoint a Lecturer Search Committee or request that the 3-year Lecturers, tenured, and tenure-track faculty elect one.
10. The School Director shall discuss with the tenured and tenure-track faculty the need for additional faculty positions and general areas of specialization for any possible position or position request and any long-term faculty hiring plans for the years ahead. An advisory non-binding vote on the targeted areas of specialization shall be called amongst the tenure and tenure-track faculty before the position is requested by the School Director.
11. The Committee will prepare the search advertisement in accordance with University requirements. For all searches, other than Lecturer searches, the advertisement must be approved by a majority of the tenured and tenure-track faculty, before being forwarded for approval by upper levels of authority. All subsequent changes to the advertisement throughout the search process must be approved again by the search committee and a majority of the tenured and tenure-track faculty. The Search Committee must hold at least one townhall meeting before submitting the advertisement for approval by the faculty.
12. While searches for tenure-track or tenured faculty may target one (or more than one) of the four disciplines of Mathematics, namely Applied Mathematics, Pure Mathematics, Statistics, and Mathematics Education, in order to recruit the strongest researchers available in the applicant pool, the Search Committee will consider outstanding applicants from all research areas.
13. With the exception of part-time and one-year Lecturer searches, the Search Committee will compile a shortlist of candidates recommended to be invited for campus interview<sup>1</sup> and the School Director in consultation with the Dean will extend interview invitations to candidates from the shortlist, which will then be scheduled and arranged by the Search Committee. After the interview, the tenured and tenure-track faculty will provide anonymous feedback to the Search Committee, via a survey form (online or on paper) developed by the Search Committee, about the interviewed candidates that will be communicated anonymously to the School Director and the Dean. The Search Committee, at its discretion, may also invite a faculty vote on the interviewed candidates, the results of which will be communicated to the School Director and the Dean.
14. The search will be conducted according to the UTRGV ADM policies and the UTRGV Faculty Recruitment Manual.

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<sup>1</sup> Campus interview refers to the final candidate interview in which all faculty are invited to participate, and may be conducted preferably on the UTRGV campus, or via videoconferencing.

**D. Seminar Committees**

1. The Colloquium and Distinguished Lecturers Committee will be appointed by the School Director, who will also appoint the Chair of the Committee. The School Director will allocate a budget to the Committee, and the Committee will work with School Faculty to invite external speakers to present to the School's Colloquium and Distinguished Lecturers Series.
2. Seminar Committees are formed by interested faculty that wish to organize a Seminar at the School. Seminar Committees will elect a Chair from among their members, and will be responsible for organizing the corresponding Seminar, inviting internal or external speakers to present. The School Director will document the formation of seminar committees on official School documents.

**E. Other ad hoc Committees**

1. The School Director has the discretion to form, either by direct appointment or by election, additional ad hoc committees to carry out certain projects that promote the School's mission and/or strategic goals and that do not fall under the purview of a Policy Document Committee or a Search Committee.
2. The School Director will either appoint the Committee Chair or direct the Committee to elect a Committee Chair from among its members.
3. The ad hoc Committee, once formed, has the discretion to decide to invite additional interested faculty members to serve on the Committee, if approved by a majority of the Committee members.