Constitution of the Department of Mathematics and Statistics


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1. INTRODUCTION

1.1 The Constitution supersedes all previous versions, partially accepted or accepted in principle by the Department, and all motions passed by the Department in the matters herein covered. Questions of interpretation are to be settled by majority vote at a meeting of the Department Council. Any part of this Constitution shall be without effect if it violate policies of the Senate, Board of Governors or other responsible authority of York University.

1.2 Amendments:
   This Constitution may be amended by means of a motion sponsored by five members of the Department Council and circulated with the agenda of the next duly constituted meeting of the Department Council, accepted by at least 60% of those voting at the meeting and subsequently ratified by more than 50% of those voting. In case acceptance at the meeting is unanimous, the ballot may be dispensed with. A motion for amendment must indicate the changes in wording which are appear in the Constitution. The Chair is responsible for ensuring that the text of the Constitution is changed to reflect any amendments so passed.

2. MEMBERS OF DEPARTMENT COUNCIL AND SECTIONAL STRUCTURE

2.1 The following are members of the Department Council:
1. All full-time faculty members (YUFA, not including post-docs) having at least a one-third appointment in the Department and those who have held such a position and who are now retired or on leave but who have not accepted a full-time position elsewhere.

2. All part-time faculty members (CUPE Unit 2) during an academic year in which they are teaching at least two full courses or equivalent in the Department.

3. The Administrative Assistant.

4. The Systems Administrator.

5. Two undergraduate students selected by Club Infinity and two graduate students selected by the graduate students in the Graduate Program in Mathematics and Statistics.

6. Such additional members as may be approved for one-year terms by a meeting of the Department.

2.2 Full-time Faculty members of the Department will belong to one or more of the following Sections:

- Applied Mathematics Section,
- Pure Mathematics Section,
- Statistics Section.

For purposes of tenure and promotion and elections to the Executive Committee, those belonging to more than one Section will be asked to choose a Home Section. Home Sections may be changed by notifying the Chair during the month of September. A member may change Home Section only once per year. Members may change additional Sections at any time by notifying the Chair.

3. MEETING OF THE DEPARTMENT COUNCIL AND OF THE SECTIONS

3.1 Regular meetings of the Department Council shall take place normally at 3:00 p.m. on the fourth Tuesday of each month from September to November and from January to May. Notice of at least five University working days must be given for meetings held at other times or days.

3.2 Emergency meetings of Council may be called by the Chair or by any five members of the Department Council on a notice of no less than two University working days. Emergency meetings may only deal with emergency business.

3.3 A meeting shall not last longer than 90 minutes without the approval of a majority of the members present. The quorum for a meeting of the Department Council is 12 members.
3.4 All members of the Department Council (as defined in Section 2) may vote.

3.5 Procedure and conduct shall be those set by precedent. In case of dispute or necessity, the procedures used shall be those of the Senate of York University.

3.6 Motions declared to be “important” by seven or more members of the Department Council must be passed at two meetings to take effect. The second passage may be replaced by a ballot, the deadline for receipt of ballots being not less than two weeks after the first passage of the motion.

3.7 A motion passed at a meeting of one of the Undergraduate Curriculum Committees (including the Curriculum Coordinating Committee) for which an agenda has been circulated to all members of the Council shall be deemed to have been passed by the Council provided the following three conditions have been met:

(i) The motion has been circulated to all members of Council with a preface stating that it has been passed by the specified Committee and with the following warning: “THE FOLLOWING MOTION SHALL BE DEEMED TO HAVE BEEN PASSED BY THE DEPARTMENT COUNCIL IF NO OBJECTION IS LODGED BY ANY MEMBER BEFORE (SPECIFIC DATE)”;

(ii) The date indicated in the warning should be at least five and normally at least ten working days after the date of the warning itself; and

(iii) No such objection has been lodged by any member of Council within the stated time period.

3.8 The agenda for meetings of the Department Council shall include reports from the Chair and the Executive Committee as well as any business which a member may ask to have dealt with at least six working days in advance.

3.9 Meetings of a Section are called by the corresponding Sectional Director, or by any five members of the Section, on a notice of no less than five working days. The quorum for a meeting of a Section is one half of the home membership or ten members whichever is less.

3.10 Notices to Council and to Sections can be given by email to council-ms@yorku.ca. It is understood that the aliases will be administered so that information reaches all intended recipients.
4. **STANDING COMMITTEES**

4.1 The following are the Standing Committees of the Department:

- Academic Standards Committee;
- Colloquium Committee;
- Computer Facilities Committee;
- Competitions Committee;
- Undergraduate Curriculum Coordinating Committee;
- Undergraduate Curriculum Committee (Applied Mathematics);
- Undergraduate Curriculum Committee (Pure Mathematics);
- Undergraduate Curriculum Committee (Statistics);
- Undergraduate Curriculum Committee (Mathematics for Education);
- Undergraduate Curriculum Committee (Actuarial Science);
- Ethics Review Committee
- Executive Committee;
- Faculty Awards Committee
- Fields Sponsoring University Activities Committee;
- Governance Committee;
- Graduate Executive Committee;
- High School Liaison and Recruiting Committee;
- Hospitality Committee;
- Industrial Liaison Committee;
- MA Admissions Committee;
- Math Camp Committee;
- PhD Committee;
- Postdoc Committee;
- Publications Committee;
- Student Awards Committee;
- Web Committee;
- York Fields Mathematical Physics Colloquium

4.2 The meetings of all standing committees with the exception of the Executive Committee, the Tenure and Promotions Adjudicating Committees, and those meetings of any other committee which, in the opinion of the committee in question, is dealing with confidential matters are open to all members of the Department. Minutes of meetings of standing committees, except Tenure and Promotion Adjudicating Committees, are to be distributed to all members of the Department Council within five working days of the meeting.

4.3 The Undergraduate Curriculum Coordinating Committee has a coordinating function for all curricular activities in the Department and addresses curricular activities which do not fall in the purview of the specialized Curriculum Committees. It ensures that curricular initiatives and changes as approved by the Department are being duly communicated to the Faculty. The Chair, the Associate Chair, the Sectional Directors
and the undergraduate program coordinators are its ex-officio members. Further members may be added on the recommendation of the Chair.

5. **THE CHAIR AND ASSOCIATE CHAIR**

5.1 Duties

The Chair is the official spokesperson and negotiator for the Department with the duty of implementing departmental policy. He/she will inform the Executive Committee and the Department promptly of all matters which come to his/her attention relating to the functions of the Department. He/she shall ensure active departmental participation in meetings of the Senate, the Faculty of Science, the Faculty of Graduate Studies, and their committees, and other appropriate bodies. The Chair shall preside over and prepare agendas for meetings of the Department Council and of the Executive Committee.

5.2 Selection

(i) No later than October 31 of the last year of the term of the incumbent Chair, the Department Council shall elect a Chair Search Committee. Normally there will be at least one former Chair on this committee.

(ii) The Committee will conduct a ballot among Council Members. The ballot will contain the names of all tenured members of the Department, with the exception of those who have already been Chair or who will be on Leave (unless they ask to have their names on the ballot). For each name on the ballot, those voting have three choices: to check a box labelled “highly acceptable”, to check a box labelled “acceptable”, or not to check either box. All members of the Department Council are eligible to vote. The ballot will be conducted according to the procedures described in section 11 of this document. After the voting is closed, a “short list” of the names of those deemed either acceptable or highly acceptable by at least 60% of those voting will be compiled, along with counts of votes for those members, for the Search Committee’s information. A list of the names in order of number of votes received is made available to the Department Council, as well as to the Dean of the Faculty of Science.

(iii) Once the short list is made, the Search Committee meets with each member on the short list and attempts to persuade those members to take the job. If two or more people on the short list agree to serve, then an election by Council is conducted to select one of them to be the chosen candidate. If only one person on the short list agrees, then that person is the chosen candidate. In either of these two cases, the Committee informs the Dean of the name of the chosen candidate and invites the Dean to appoint that person Chair. If nobody on the short list agrees to serve, then the Committee informs the Dean of this, and asks the Dean for help.

5.3 If the Chair is temporarily unable to serve, the Executive Committee shall assume his/her responsibilities and, possibly, delegate them to members of the Department. For absences of between 7 and 30 days the Chair shall name an acting Chair; for longer
absences this replacement must be approved by the Executive Committee or the Department Council.

5.4 Chair’s Teaching Load
The Chair shall have a reduced teaching load, in accordance with the YUFA Collective Agreement.

5.5 The Chair is an ex-officio voting member of the following committees:
• Executive Committee;
• Governance Committee;
• Graduate Executive Committee;
• Curriculum Coordinating Committee.

5.6 The normal term of office for the Chair shall be three years, starting on July 1. In each except the last year of office, a vote of confidence in the Chair shall be held during the month of April. All members of the Department Council shall be entitled to take part in this vote, which shall be conducted as a ballot initiated by the Secretary of the Executive Committee.

5.7 There shall be an Associate Chair who acts as the Department’s Undergraduate Program Director. His/her duties are determined by agreement with the Chair. The Associate Chair is appointed by the Chair, or Chair-Elect, with the approval of the Executive Committee. The Associate Chair will assume the Chair’s responsibilities in the absence of the Chair for up to seven days.

5.8 The Associate Chair shall have a reduced teaching load, in accordance with the YUFA Collective Agreement.

5.9 The Associate Chair is an ex-officio voting member of the following committees:
• Academic Standards Committee;
• Executive Committee;
• Governance Committee;
• Publications Committee;
• Curriculum Coordinating Committee.

5.10 The term of office of the Associate Chair shall be determined by agreement with the Chair, or Chair-Elect, but is not to exceed three years of extent beyond the term of the Chair, unless the next Chair, or Chair-Elect, agrees to a re-appointment.
6. THE EXECUTIVE COMMITTEE AND HIRING PROCEDURES

6.1 Duties
The Executive Committee acts for the Department in making recommendations to the Dean on specific personnel matters (such as hiring, but not tenure and promotions matters for those already hired) within the framework of guidelines approved by the Department. The Committee acts for the Department at times when meetings of the Department Council cannot be held conveniently. The Committee also acts as an advisory committee to the Chair.

6.2 Membership
(i) Ex-officio members:
- The Chair of the Department;
- The Director of the Graduate Program in Mathematics and Statistics;
- The Sectional Director (Applied Mathematics);
- The Sectional Director (Pure Mathematics);
- The Sectional Director (Statistics);
- The Coordinator of the Actuarial Mathematics Program;
- The Coordinator of the Mathematics Education Program;
- The Associate Chair;
- The Administrative Assistant.

(ii) Elected Members:
At any one time, there shall be five members elected from among the tenure stream members, by the tenure stream members of the Department. Two shall be elected from the Department at large, and one from among the members of each Section by the home members of that Section. Ex-officio members will not be on the ballots for electing members. Members who are on leave for half or more of any academic year shall not be eligible for membership of the Committee in that year. The normal term for members of the Committee elected by the Department at large shall be two years. One of these two at-large, elected positions will be vacated and open for election each year. The normal term for the elected Sectional representatives shall be two years.

(iii) Elections
The balloting shall normally be conducted once per year, in early March. Each elector shall complete two original ballots, one showing a list of all tenure-stream members of the Department, and the other showing a list of all tenure-stream members of the elector’s home section. On both ballots the elector sequentially ranks some or all of the candidates, marking 1 for first choice, 2 for second choice, etc. If any number appears more than once on a ballot, that ballot shall be deemed to be spoiled.

These ballots shall be retained and used to compute the outcome of all rounds of all executive committee elections held until the next ballot is conducted (normally the following March). Should an elected individual resign or move to an ex-officio position on the committee or be unable to carry out duties on the committee for any extended period (such as by going on leave), an election shall be held for a replacement for the
duration of the vacated period. This election will normally be recomputed based on the latest original ballot.

In each round of an election, an inferred ballot will be computed from every applicable original ballot. The inferred ballot will omit any candidate ineligible for that round of this election and will rank the eligible candidates sequentially in a manner consistent with the relative rankings of candidates on the original ballot. For example, in the inferred ballot, when the candidates ranked 1st and 4th are ineligible, the eligible candidates that are ranked 2, 3, 5 become 1, 2, 3.

Each election will consist of two rounds. In the first round, ineligible candidates will consist of members who will already be on the committee (ex-officio or by previous election), who will be on leave for half or more of the first year of the term of office, or who indicate to the Chair the desire to withdraw their names from the ballot. In the second round, ineligible candidates will consist of those ineligible on the first round, together with any candidates eliminated on the basis of the first round.

If the number of positions at stake in an election is \( m \), then an eligible candidate’s polling score shall be the number of inferred ballots on which the candidate’s rank is between 1 and \( m \) inclusive. A candidate will be eliminated on the basis of the first round if there are more than \( m+2 \) eligible candidates with strictly higher polling scores. Eligible candidates not eliminated on the basis of the first round advance to the second round.

The \( m \) candidates with the highest polling scores on the second round shall be declared elected. Ties on the second round shall be broken by first comparing the number of 1st place rankings on the inferred ballot, then the number of 2nd place rankings if necessary and so on. Any ties remaining unbroken shall then be decided by lot. Normally, only the names of the elected candidates, and those proceeding to the second round will be released to the department, but no information about rankings.

Sectional election results shall be computed only after the computation of election results for any vacant departmental positions. Elections for the two-year departmental positions and any departmental replacement positions shall be held simultaneously, with the candidates obtaining the highest polling scores being elected to the longest terms. Any ties shall be resolved by the procedure given earlier.

6.3 Voting Privileges
At meetings of the Committee each member may vote.

6.4 Meetings
Regular meetings of the Committee may be called by the Chair or by any three members of the Committee on a notice of five working days. Emergency meetings may be called on twenty-four hours’ notice but only for the conduct of emergency business. Any member of the Committee may submit items for the agenda of a regular meeting at
least three working days in advance of the meeting. The minutes of the meetings shall be distributed to all members of the Department.

6.5 Hiring Procedures
New faculty positions will normally be pre-assigned to a particular Section. The hiring committee for each Section shall consist of:

- The Sectional Director;
- The Executive Committee member elected by the Section;
- The Chair of the Department;
- The Director of the Graduate Program in Mathematics and Statistics;
- Other members as described below.

In any year, a meeting of the tenure-stream members of a Section may be called to appoint additional members of the Section to the hiring committee. These members would serve for one year and would normally be elected by a ballot of the tenure-stream home members of the Section as in Section 6.2(iii). If approved by an unopposed vote at the meeting, the ballot may be foregone. In any year in which the Section does not add at least one member to the hiring committee (as above) the two members of the Executive Committee elected “at large” would become members of the hiring committee. Any recommendation of a hiring committee must be approved by the Executive Committee before it is sent to the Dean. For positions not preassigned to a section such as Teaching Stream Positions, the Hiring Committee will normally include the Chair, the Associate Chair and the Sectional Directors as ex-officio members, plus a minimum of three members elected by the Department at large.

7. THE SECTIONAL DIRECTORS AND THE COORDINATORS FOR THE ACTUARIAL MATHEMATICS PROGRAM AND THE MATHEMATICS EDUCATION PROGRAM

7.1 Duties
The tasks of the Sectional Directors and the Coordinators for the Actuarial Mathematics Program, Mathematics for Education Program, and Mathematical Biology Program which may vary from time to time, are determined by agreement with the Chair. They shall include curricular development and advising for the programs associated with their portfolio, and they pursue such duties in collaboration with the Associate Chair. The three Sectional Directors and the Program Coordinators also take turns in serving for one-year periods as Secretary of the Executive Committee.

7.2 The Sectional Directors and the Program Coordinators are appointed by the Chair. The choice of Section Directors requires approval, in ballot, of the majority of the voting home members of the relevant Sections while the choice of the Program Coordinators requires ratification by the ballot of Council.

7.3 The term of office shall be set by agreement with the Chair, but it is not to exceed three years.
7.4 The Sectional Directors shall have a reduced teaching lead, in accordance with the YUFA Collective Agreement.

7.5 Each Sectional Director and Program Coordinator is an ex-officio voting member of the Undergraduate Curriculum Committee in his/her Section and of the following committees:

- Academic Standards Committee,
- Executive Committee,
- Publications Committee.

The Coordinators of the Actuarial Mathematics Program and the Mathematics Education programs will normally chair the respective Curriculum Committees.

8. THE ADMINISTRATIVE ASSISTANT

The Administrative Assistant is appointed according to York University appointments policies and his/her duties are part of the terms of appointment. He/she is an ex-officio member of the following committees:

- Colloquium Committee,
- Executive Committee

9. THE TENURE AND PROMOTION ADJUDICATING COMMITTEES

A Tenure and Promotions coordinator shall be appointed each year by the Chair, to coordinate between the file preparation and adjudicating committees and advise them concerning their work. Each tenure or promotion file shall be prepared by a file preparation committee consisting of three tenure stream faculty members. One member of a candidate’s file preparation committee shall be named by the candidate. The other two members shall be appointed by the adjudicating committee of the candidate’s home Section. The two members so appointed shall normally be chosen from among the membership of that adjudicating committee. Each Advancement to Candidacy file will normally be prepared by a file preparation committee consisting of the Sectional Director, the Department Chair, and the Chair of the Department’s Tenure and Promotion Committee. The pre-candidate may name an additional tenure stream faculty member to the file preparation committee. When necessary, Sections shall strike Tenure and Promotions Adjudicating Committees. Each Section’s Tenure and Promotion’s Adjudicating Committee shall adjudicate the tenure and/or promotion files of the home members of that section. Each committee shall consist of between six and eight tenure stream faculty members, and of between two and three students currently enrolled at York University. The size of the Committee will be determined each year at a meeting of the Section. Members of a Tenure and Promotions Adjudicating Committee would serve for one year and would normally be elected by a ballot of the tenure-stream home
members of the Section as in paragraph 6.2(iii). If approved by an unopposed vote at a sectional meeting, the ballot may be forgone. Each adjudicating committee shall select a chair from among its members.

10. **ELECTION TO COMMITTEES**

Apart from the Executive Committee, the Hiring Committees and the representative positions on the Tenure and Promotion Committees, elections to committees in the Department shall proceed as follows: Each year in April, the Chair in consultation with the Sectional Directors shall make a tentative assignment to committees for the following academic year. The assignment shall be based on members’ wishes and shall be made with a view towards equitable distribution of workload. The same procedure will be used to fill positions on ad hoc committees, at any time of the year.

11. **BALLOTS**

Throughout this Constitution a “ballot” refers to a vote conducted through Machform, or similar mechanism as approved by the Department Council. The votes shall not be visible to anyone except the Administrative Assistant or designate, who will report the results to the Department Council or other appropriate person or group.