PRAIRIE VIEW A&M UNIVERSITY
A Member of the Texas A&M University System

Brailsford College of Arts and Sciences

Departmental Handbook

Department of Mathematics

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Department of Mathematics HANDBOOK

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INTRODUCTION

The Department of Mathematics offers an innovative and comprehensive undergraduate (leading to BS degree) and graduate (leading to MS degree) programs in mathematics from which a major may select one of four emphasis options:

<div align="center">

Applied Mathematics
Statistics
Pure Mathematics
Mathematics Teaching

</div>

Students are encouraged to be creative in putting together a course of study that will lead to the fulfillment of individual professional goals. The curricula are rigorous and demanding but flexible enough to allow students to sample several disciplines or to focus on a special interest within the major area. Faculty advisors assist each student on a continual basis to ensure proper course selection relative to career goals.

The graduate program provides quality instruction, research, and outreach programs in mathematics that produces independent learners equipped with approaches to problem solving and decision-making techniques necessary to meet the challenges of their chosen careers and function in the mainstream of the communities in which they live.

The department trains competent mathematics teachers and prospective mathematicians, engineers, scientists, and other mathematics based and/or related professionals with the knowledge-based necessary to perform successfully in graduate and professional schools and in the world of work.

Mission, Purpose, Goals, and Objectives

1. Provide quality instruction, research and outreach programs in mathematics that produce independent learners equipped with approaches to problem solving and decision-making techniques necessary to meet the challenges of their chosen careers and function in the mainstream of the communities in which they live.

2. Train competent mathematics teachers and prospective mathematicians, engineers, scientists, and other mathematics based and/or related professionals with the knowledge-based necessary to perform successfully in graduate and professional schools and in the world of work.
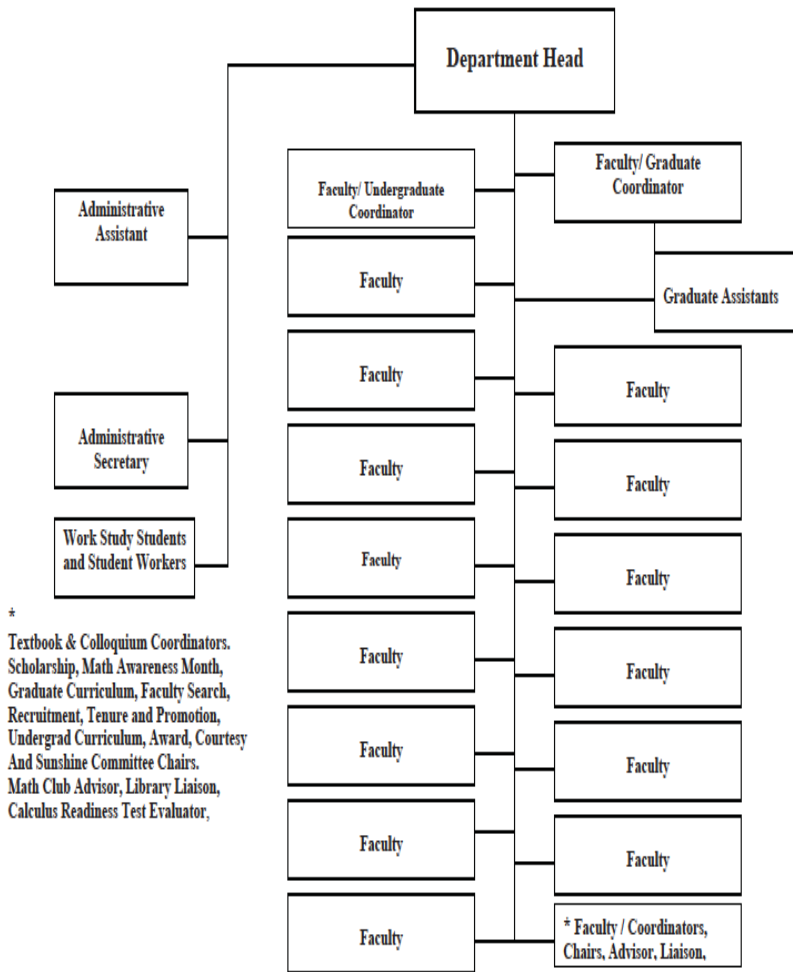
Objectives

To reach its mission, purpose and goals, the Department of Mathematics offers an innovative and comprehensive undergraduate (leading to BS degree) and graduate programs (leading to MS degree) in mathematics from which a major may select one of four emphasis options:

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Applied Mathematics
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Mathematics Teaching

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Students are encouraged to be creative in putting together a course of study that will lead to the fulfillment of individual professional goals. The curricula are rigorous and demanding but flexible enough to allow students to sample several disciplines or to focus on a special interest within the major area. Faculty

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Organization Chart

Department Head

Administrative Assistant

Faculty/ Undergraduate Coordinator

Faculty/ Graduate Coordinator

Faculty

Graduate Assistants

Faculty

Faculty

Administrative Secretary

Faculty

Faculty

Work Study Students and Student Workers

Faculty

Faculty

*
Textbook & Colloquium Coordinators.
Scholarship, Math Awareness Month,
Graduate Curriculum, Faculty Search,
Recruitment, Tenure and Promotion,
Undergrad Curriculum, Award, Courtesy
And Sunshine Committee Chairs.
Math Club Advisor, Library Liaison,
Calculus Readiness Test Evaluator,

Faculty

Faculty

Faculty

Faculty

Faculty

Faculty

Faculty

* Faculty / Coordinators,
Chairs, Advisor, Liaison,

Teaching

The Department of Mathematics expects its faculty members to teach courses effectively according to the standards of academic performance as specified by the University (see Faculty Handbook). To achieve this, faculty members must:

- Prepare thoroughly for each class
- Attend scheduled classes on time and stay for the scheduled time period;
- Distribute course syllabus (prepared according to the University's standard) to the class on the first day of instruction and make sure each student has received the syllabus within the first week of instruction;
- Present clearly the aims and objectives of the course in the syllabus;
- Clearly defined assignments of work required in the syllabus;
- Present a list of reading requirements in the syllabus;
- Clearly define the course evaluation and grading procedure in the syllabus (it should be fair, firm and objective);
- Submitted (electronically) copies of the syllabi to the Department Head before beginning of every semester (including summer sessions);
- Present lecture materials in a variety of ways, using appropriate pedagogical approaches and technology;
- Give tests and quizzes with sufficient frequency to keep students always prepared;
- Grade all assignments promptly and return them with comments by the next class session;
- Avoid use of students, except as (formal) Teaching Assistants in grading student examinations to ensure confidentiality;
- Use entire class session effectively;

- Distribute student workload and assignment due dates evenly throughout the semester;
- Model and stress the fundamental practices of good communications within his/her field, such as providing opportunities for students to interact in class and requiring written assignments instead of scantrons every examinations; and
- Hold class meetings at the time and place designated on the official schedule unless a change is approved by the Department Head.

Office and Contact Hours

- Faculty members should develop innovative and creative teaching approaches necessary to meet the learning needs of all students and spend a significant number of hours working with students outside of class and beyond the normal faculty office hour requirements.

- A faculty member is expected to be available outside of class for consultations with students for the purpose of discussing a student's work, or progress in the course, and to answer questions.

- Faculty members in the Department of Mathematics are required to provide a minimum of ten (10) office hours a week. These hours must be staggered, and cannot be scheduled in one day.

- Office hours must be posted in visible places, particularly at the faculty's office.

- A copy of the office hours must be submitted (electronically) to the Department Head before beginning of every semester (including summer sessions).

- A faculty member is expected to be available in his/her departmental office during posted office hours.

- Office hours normally should occur during the university business hours, 8:00 am and 5:00 pm, M through F, except in summer that has to follow the summer university business hours.

Textbook Selection

- The Department of Mathematics strives to maximize success in the education and training of our students. The achievement of such success is dependent upon the quality of instruction offered in the classroom by faculty, whose commitment to student-centered teaching is central to the fulfillment of the underlying goals of the Department of Mathematics.

- Successful teaching is equally incumbent upon, among other things, the quality of textbooks selected by faculty for each course. In courses taught by more than two faculty members in the same discipline, textbook adoption for a common course is be made by a majority decision of the same faculty, with the approval of the Head of the Department.

Cancellation of Classes

It is the goal of the Department of Mathematics to provide the best education possible for our students. Such education should make our students competitive in the job market, graduate and professional study, or exceptionally proficient in any private undertaking they choose.

To accomplish this goal, the following are expected:

- Faculty members must keep class schedules except on official holidays.
- No scheduled classes shall be cancelled without the prior approval of the Department of Mathematics Head.
- In case of an emergency, the Department Head must be notified immediately.
- An unapproved cancellation shall be considered a violation of the employment contract.
- Whenever possible, arrangements should be made, with approval of the Department Head, to have a colleague cover a class during one's absence.
- Faculty members are expected to hold classes each week of the semester for the specified number of days/periods designated in the official schedule.

Travel & Professional Development

- Seminars and professional conferences offer opportunities for professional enhancement. Thus, the Department of Mathematics encourages faculty members to engage local, national and international professional activities.

- The Department of Mathematics encourages faculty to write proposals to generate external funds for travel to attend professional meetings and professional development. Nevertheless, it financially supports travel costs (not to exceed the registration fee) subject to budget constraints.

- In providing such funds for faculty travel and professional development, preference will be given to the faculty members presenting research papers, chairing panels and/or serving as discussants.

- Whenever the Department of Mathematics or the University underwrites travel, the procedures, mandated by the University, shall be carried out.

- Expected outcomes of travel and faculty travel include measurable benefits resulting from the travel and links or connections that might benefit the Department of Mathematics.

- Documentation (conference information, acceptance of paper for presentation, invitation, etc.) must accompany the request for travel along with leave form containing arrangements for covering classes to be missed, and be submitted in a timely manner allowing signature routing time.

- After a trip has been completed, necessary paperwork should be submitted to close the case within 30 days after completion of the travel.

Student Advising and Registration

- The Registrar is the official custodian of student records, and coordinates registration, scheduling of academic facilities, issuance of transcripts, and distribution of grades, graduation, and diplomas.
- Registration is the selection of classes following appropriate advisement.
- Mathematics Department will register Mathematics Majors.
- All first time freshmen and any transfer students who have completed only one full semester or less (15 hours or less) or have undeclared majors receive initial advisement, appropriate testing and registration in the University College.
- Faculty in the Mathematics Department will serve as Faculty Advisers as assigned by the Head of the Department.
- Non-freshmen who have not satisfied their THEA's requirements must be placed in their appropriate developmental classes prior to being registered in their departments.
- Developmental advisement and registration is done in the University College's Developmental section, Delco Building, Room 136. For questions about THEA, the University Scholars Program, the Developmental Studies Program, or the Center for Academic Support, students should contact the University College.
- Course selections of students who fail to pay tuition and fees due by the census day, 12th class day during a fall or spring semester and 4th class day during a summer session, will be cancelled and purged from the information system.
- Academic advising provides the direct liaison between the curriculum and the student and serves to ensure that the student's passage through academic requirements is planned and purposeful.

- The Department of Mathematics includes academic advising among the duties of faculty members; others are staffed with full-time professional academic advisors. Knowledge of the requirements for Mathematics degrees is essential.
- Mathematics Majors will receive advisement and registration in the Mathematics Departments.
- Each Mathematics Major student is assigned two advisers. Students may be advised by either.
- Mathematics major students are required to meet at lease one of their advisors each semester.
- The Head of the Department of Mathematics will authorize each student, on individual basis, for appropriate overrides.

Scholarship, Proposals, Research and Publications

- The Department of Mathematics highly values publications in prestigious peer-reviewed journals as well as a wider variety of journals given the diversity of the Department of Mathematics program offerings.
- Conducting scholarship activities and research are crucial performance measurements for tenure, promotion, and post--tenure for every faculty.
- Scholarly activities section of the tenure, promotion and post-tenure portfolio (not to exceed 3 inched in thickness) may include item such as active membership in professional organizations, attendance at professional meetings, papers submitted and/or accepted for publication in scholarly journals, performances and exhibits, presentation of scholarly work at professional meetings; grant writing and external research and/or educational funds awarded, pedagogical scholarship models, service on journal review boards and/or research related committees of one's own discipline or professional associations, national recognition by peers,

and/or significant contributions that expand knowledge in the discipline.

- Each faculty member is required to maintain a coherent ongoing research agenda- and to try to show capability of initiating or structuring projects.
- In submitting materials for a Promotion and/or tenure file, faculty members are required to separate peer reviewed from non-peer-reviewed publications in order to facilitate the review process. Binder should not exceed 3 inches think.
- On the other hand, the faculty annual performance evaluation compromises 30% research and scholarly activities.
- In view of the above, all faculty members in the Department of Mathematics are strongly encouraged to conduct research and publish in peer-reviewed journals, write books and/or book chapters.
- Faculty promotion and tenure committee is formed by election in the first fall departmental meeting. It should be consist of at least three (3) elected members. Members of the faculty tenure and promotion committee must be elected from among the tenured faculty members. For promotion from associate professor to professor, members of the committee must be in the rank of professor. If this is not possible in the department, professor faculty members from other departments in the university must be included to complete the formation of the committee.
- Members of the Post-tenure committee are appointed by the Department Head.
- As a matter of policy, the Department of Mathematics accepts only papers in refereed journals and books or book chapters published by academic publishing companies for tenure purposes.
- Generally, the standard for how many is enough publication to meet the research criterion changes across time and occasionally varies according to policies of the universities.

Therefore, the Department of Mathematics' tenure committee and Department Head each make that determination unless a College and/or university instructive is to comply with.

Departmental Faculty
Scholarly Activity Resources

In order in Facilitate Faculty Scholarly Activities and Research the following has been made available to assist with such activity:

- Departmental Technical Report
  http://www.pvamu.edu/pages/2369.asp
- AMA   http://www.pvamu.edu/pages/398.asp

Faculty may publish research in progress or manuscripts according to the guidelines for each.

Service

The Department of Mathematics expects its faculty members to fulfill their non-teaching duties as required and/or expected by Prairie View A&M University. These include, but are not limited to, a combination of the following:

- Membership on University/College committees;
- Service on Division committees;
- Academic advising of majors;
- Assistance to other faculty and departments;
- Grant proposal writing;
- Participation in campus organizations (e.g., faculty advisor);

- Special service to students beyond the expected advising duties
- Participation in academic community, including area high schools and community colleges;
- Willingness to serve the community-at-large;
- Extensive involvement in community programs, especially those in which activities require initiation, planning and implementation.

Departmental Faculty Meetings

- The Department faculty meetings are scheduled at least one time per semester.
- Communications to faculty and staff will be transmitted through emails directly from the department head or from department head's designees.
- All faculty and staff are required to attend when they are called upon.
- Each faculty must attend his/her assigned committee meetings. Election for section of members of faculty tenure and promotion committee member will be held in the first fall's faculty meeting.
- Minutes of meetings will be kept in file.

Participation in Commencements and other University Events for Faculty

- All faculty members are expected to attend and participate in commencement exercise and other university events that are called upon them. If there are graduatiing seniors who plan graduating in the summer and a faculty member has taught that student, it is highly recommended for faculty members to attend summer commencement as well.

- Department of mathematics faculty members are asked to check the online and department of the Brailsford College of Arts and Sciences and the university event.

Smoking

- To maintain a healthy environment and according to the Prairie View A&M University Rule (see TAMUS Policy Manual section 34.05.99 P1), smoking in all university owned buildings and vehicles is highly prohibited.

- Department complaints, with respect to this policy, should be directed to the attention of the Head of the Department of Mathematics. Proper action will then be taken.

Ethnic, Religious or Sexual Harassment

- Prairie View A&M University is dedicated to excellence in teaching, research, and service. It is committed to values and policies that enhance respect for individuals and their culture. The student body and workforce are comprised of people of

color, women, immigrants, nontraditional students and persons with disabilities. To reap the rewards of diversity, the University has developed and will continue to develop policies and programs that combat bigotry and other biases in all their forms and will build on the strengths offered by a multicultural, multiracial and multigenerational campus.

- The University shall be free from all forms of sexual discrimination and sexual harassment. Sexual misconduct is prohibited and will result in appropriate sanctions. Sexual harassment, a form of sex discrimination, creates an atmosphere that is harmful to the university's academic mission. It interferes with one's ability to perform duties as student or employee. Sexual harassment creates an environment of disrespect, insensitivity and mistrust. This policy provides information every member of the University community should read and understand. It defines sexual harassment according to federal law and University policy, discusses impermissible conduct and offers procedures for seeking help.

- Prairie View A&M University absolutely will not tolerate sexual harassment of any student, faculty, staff or visitor. The community must address allegations as they occur without delay. The responsibility for eliminating sexual harassment rests on the shoulders of the entire

- University community, Faculty, staff and students should be aware that violation of law, TAMUS Policy and University procedures related to sexual harassment will lead to serious disciplinary action up to and including dismissal. Refer to: Texas A&M University System Regulation 34.01 Sexual Harassment.

The Use of Copy Machine and Other State Properties

- System resources may not be used for personal purposes except for incidental use in accordance with this policy. The incidental use of system resources for personal purposes must not:

  (a) result in additional expense to the system;
  (b) impede normal business functions;
  (c) be for non-approved private commercial purposes;
  (d) be used for illegal activity;
  (e) be used to intentionally access, create, store, or transmit obscene materials; or
  (f) be used to compete unfairly with private sector entities or private consultants.

- Incidental personal use of system computers (including, but not limited to the internet and electronic mail), telephones, facsimile machines, and other means of communication must meet the requirements of Section 1 of this policy and must not unduly interfere with a system employee's assigned responsibilities or the normal functioning of an office.

- The use of system telecommunication, email, and internet services for any illegal activity or to intentionally access, create, store or transmit obscene materials, as defined in Texas Penal Code Section 43.21 (other than in the course of academic research), is strictly prohibited regardless of whether or not it results in an additional charge to the state. Also see:
  http://www.tamus.edu/offices/policy/policies/pdf/33-04.pdf

Shared Governance

Committees and Individual Assignments will be assigned to help and assist the Department Head in making decisions and run the department. Members of each committee as well as individuals are appointed by the Department Head and are subject to change at his/her will.

- **ACADEMIC PROGRAMS**

  Responsibilities:

  1) Coordinate faculty advising of students.
  2) Review graduating students' transcripts and submit at the time students' application for graduation.
  3) Review, make correction, and initial the transcripts audit sent from the Office of Registrar and submit to me by assigned deadline.
  4) Keep track and develop a data bank of graduates of the department as to where they go after they graduate from the university, what type of jobs they do, how much money they make, how long they looked for a job before they got it, etc. A form should be developed for this purpose, if it is not yet developed.
  5) Prepare and avail degree plan for each year according to the corresponding catalog.

- **AWARD COMMITTEE**

  Responsibilities:

  Implement the Mathematics Department's Faculty Award Policy

- **CALCULUS READINESS TEST**

Responsibilities:

1) Administer the Calculus Readiness Test.
2) Turn in the evaluation results within 24 hours from taking the test for Department Head's signature.
3) Revise the Test, if necessary and submit to the Department Head for approval and implementation.

- **SCHOLARSHIP COMMITTEE**

Responsibilities:

1) Revise departmental policies for scholarship qualification, if necessary.
2) Recruit qualified student for available scholarships in the department from all sources.
3) Follow guidelines of the Scholarship Office.
4) Post announcement to inform students of available departmental scholarship and how to apply.
5) Review scholarship applications.
6) Prepare letters of awards for the Department Head to sign.
7) Make sure that award letters are sent to the awardees in a timely matter.

- **COLLOQUIUM**

Responsibilities:

1) Organize and coordinate departmental colloquia at least every other week.
2) Encourage all faculty members and graduate students to make presentations in these sessions.
3) Ask speakers to provide an abstract not to exceed 250 words to the coordinator at least one week before their scheduled talks.
4) Develop and distribute announcements to the appropriate university's departments and neighboring colleges, universities, and related institutions and industries.
5) Submit to the Department Head a report of activities at the end of each semester.

- **COURSE AND PROGRAM ASSESSMENT COMMITTEE**

Responsibilities:

1) Develop and assess graduate mathematics courses.
2) Develop methods that can be used to measure the success of these strategies in reaching the goals of the programs.
3) Develop and implement a method that assesses the success of graduates.
4) Develop and assess undergraduate mathematics program.
5) Develop and assess undergraduate mathematics courses.
6) Develop and assess graduate mathematics program.
7) Report to the Department Head recommendation(s) for modification actions.

- **COURTESY AND SUNSHINE COMMITTEE**

  Responsibilities:

  1) Devise a plan to extend courtesies to all faculty and staff as needed and submit to the Department Head for approval by Mid September.
  2) Make necessary arrangements based on the directive from the Department Head to respond to any unfortunate loss in a timely manner.

- **DEPARTMENTAL TECHNICAL REPORT SERIES COMMITTEE**

  Responsibilities:

  1) Convene the Committee as needed.
  2) Promote research within the Department of Mathematics.
  3) Review manuscripts received in a timely manner.
  4) Publish the approved manuscripts.

- **FACULTY SEARCH COMMITTEE**

  Responsibilities:

  1) Convene the Committee as needed.
  2) Recommend text for ads by September 15.
  3) Review applications received in a timely manner.
  4) Submit Committee's recommendation, to include a short list of 5 in alphabetical order, to the Department Head by March 25th.
  5) Coordinate interviews of candidates with the Department Head.

6) Submit faculty, staff, and students' evaluation of the interviews to the Department Head within 72 hours of the interview, and the final recommendation of the Search Committee to the Department Head to complete the process by April 10th.

- **GRADUATE CURRICULUM/DEGREE PROGRAM COMMITTEE**

Responsibilities:

1) Review, plan, develop and assess mathematics graduate program.
2) Review and modify the goals and objectives of each course.
3) Develop methods that can be used to measure the success of these strategies in reaching the goals of the program.
4) Develop and implement a method that assesses the success of graduates.
5) Report to the Department Head recommendation(s) for modification and actions.

- **LIBRARY**

Responsibilities:

1) Make recommendations to secure new items and/or update journals.
2) Consult with the Librarian representative to determine the budget and prepare a list of books, journals, etc., for procurement.

- **MATHEMATICS AWARENESS MONTH COMMITTEE**

  Responsibilities:

  1) Organize and coordinate the Mathematics Awareness Month, April.
  2) Identify and implement activities to be performed in the month.
  3) Prepare a time schedule of the activities for the month.
  5) Estimate the costs of activities in November and submit to the Department Head for his review.
  6) Identify the financial resources for the costs of activities.
  7) Arrange invitations in a timely manner.
  8) Develop and distribute announcements to the appropriate places.
  9) Report to the Department Head in November of the time line plan of activities of the Committee.
  10) Report to the Department Head in May of activities performed and actual cost of activities.   .

- **MATHEMATICS CLUB**

  Responsibilities:

  1) Mathematics students club will be run by the students.
  2) Students will decide on the activities and financial resources.
  3) All activities attributed to the department of mathematics must be approved by the Club Advisors and the Department Head before they can be executed.
  4) All activities of the Club must be monitored by the Faculty Advisors.

5) Advisors should send a report of the activities to the Department Head at the end of each semester.

- **MULTI-SECTIONAL COURSES TEAM LEADERS**

Faculty members teaching the same multi-sectional course form a team. Each multi-sectional course will be lead by a course leader which will be assigned during the beginning of the Fall Semester. All faculty members teaching a section of a multi-sectional course must participate in the course regular meetings.

The following courses will have course leaders:

MATH 1113	MATH 2024
MATH 1115	MATH 2043
MATH 1123	MATH 2163
MATH 1124	MATH 2183
MATH 1153	MATH 3023
MATH 2003	

- **MULTI-SECTIONAL COURSES TEAM LEADERS CONT'**

Responsibilities:

The leader is responsible to make sure that the following items are done properly and in a timely manner.
1) Each team should develop a course syllabus. It should be ready in the fall 2008 for the spring of 2009 and in spring of 2009 for the fall of 2009. It should be checked during the first day of instruction that all section instructors have been given a copy of the syllabus to distribute.

2) Each team should develop a testbank for the midterm exam. It should be ready during the first four weeks of each semester.
3) Each team should develop a testbank for the final exam. It should be ready one week before the start of final exams in each semester.
4) If exams are not administered at the same time, different versions should be used.
5) Make sure assignments/projects of all sections are similar, if not common.
6) Make sure that the teaching rate in each section is almost at the same pace so that the materials of the syllabus are covered uniformly in all sections by the midterm and the final.
7) Make sure that all sections cover the entire syllabus of the course.
8) Each instructor should receive a final copy of midterm and the final exam three days before these tests are to be administrated.

- **NCATE AD HOC COMMITTEE**

In preparation for the NCATE accreditation and reaffirmation we in the department need to be prepared. Thus, the Mathematics Department NCATE Committee will be formed as necessary.

Responsibilities:

1) Attend training workshops and meetings as required. Chair, Co-Chair and the Department Head will determine the participants, unless the Department Head has to follow other instructive.

2) Respond to requests from the College of Education.
3) Prepare related requested materials and reports.

- **Pi Mu Epsilon NATIONAL HONOR SOCIETY**

Responsibilities:

1) Recruit eligible students for membership.
2) Comply with the National organizations requirement and requests.

- **RECRUITMENT & RETENTION COMMITTEE**

Responsibilities:

1) Devise a plan and implement to recruit high profile high school and transfer students.
2) Devise a plan and implement to recruit high profile students from mathematics and related subjects for graduate program in mathematics.
3) Devise a plan to retain the students who graduate in mathematics.
4) Report to the Department Head in November and April of activities performed and results there of.

- **UNDERGRAD CURRICULUM/DEGREE PROGRAM COMMITTEE**

Responsibilities:

1) Review, plan, develop and assess undergraduate mathematics program including pre-requisites.
2) Review and modify the goals and objectives of each course.
3) Develop methods that can be used to measure the success of these strategies in reaching the goals of the program.
4) Develop and implement a method that assesses the success of graduates.
5) Report to the Department Head recommendation(s) for modification actions.

- **TEXTBOOKS**

Responsibilities:

1) The Coordinator will call necessary meetings with all faculty members for multi-sectional courses, to review textbooks suggested by them, and make informed prioritized recommendations (of at least two textbooks) for adoptions in writing with a brief rationale to the Department Head for his approval by the months of October and March for the fall and spring semesters, respectively.
2) Receive all textbook orders for all other courses from faculty members teaching those courses by the months of October and March for the fall and spring semesters, respectively.

3) Coordinate with the University Bookstore, through the department Administrative Assistant to ensure that an ample number of the proper textbooks are ordered each semester.
4) Arrange, through the departments Administrative Assistant to receive enough desk copies of textbooks for all courses from publishers for all faculty members. All desk copies should be in the department by April and November for fall and spring semesters, respectively.

- **TUTORIAL SERVICES**

   Responsibilities:

   1) Schedule every member of the mathematics faculty to serve in the Mathematics Tutorial Laboratory two hours each week (two different one-hour each time) as part of his/her office hour. The schedule should be such that no more than one faculty member is in the laboratory at one time.
   2) Schedule graduate assistants (in coordination with the Graduate Coordinator) to serve in the tutorial laboratory so that the lab is always attended by a faculty and/or a graduate assistant and at all times every day.
   3) Devise and implement a plan, on a semester basis, to provide training for undergraduates students to volunteer to do tutorial assistantship and work in the lab.
   4) Devise and implement procedures to keep track of number of students and faculty involved in the tutorial services.

5) Send a monthly report of the above to the Department Head.

- **WEB SITE COMMITTEE**

   Responsibilities:

   1) Revise and update the mathematics department website according the university's policies with approval of the Department Head.
   2) Cooperate with the College's website person to improve the departmental website.

- **DEPARTMENT POST-TENURE COMMITTEE**

   Responsibilities:

   1) Refer to the current Faculty Handbook and other materials available in this regards for a through review of portfolios submitted to the Committee by the Department Head.
   2) Submit the Committee's report, including comments and recommendations, to the Department Head by February 15th.

- **SACS AD HOC COMMITTEE**

  In preparation for the SACS accreditation reaffirmation, a committee will be formed as needed.

  Responsibilities:

  1) Attend training workshops and meetings as required. Chair, Co-Chair and the Department Head will determine the participants, unless the Department Head has to follow other instructive.
  2) Devise and implement assessment plans for various activities of the department as required by SASCS and submit reports as required. Some possible inclusions in the plan and reports are:
     a. Department Mission;
     b. Explanation of how the Department's Mission is aligned to the University's Mission;
     c. Core Values of the Department and how they are aligned to the University's Core Values;
     d. Conceptual Framework (provides operational language; contains research and/or literature to explain operational practices);
     e. Goals, Objectives, and Outcomes of the Department;
     f. Detailed Assessment Cycles of the Department;
     g. Data Results detailing how assessment data was used to improve student learning or outcomes and/or service delivery; and,
     h. Organizational Chart.
     i. Program assessment.
     j. Course assessment.
  3) Respond to requests from the University's SACS Committee and other related units.
  4) Prepare related requested materials and reports.

- **BASIC COURSES TEXTBOOKS AD HOC COMMITTEE (BCTC)**

   This committee will be formed in respond to some faculty's concerns about the contents of and textbooks for basic courses offered in multiple sections, namely, Math 1113 (College Algebra) , Math 1123 (Trigonometry), Math 1124 (Calculus I), Math 1153 (Finite Mathematics), Math 2153 (Business Calculus) .

   Responsibilities:

   1) Convene meetings as necessary.
   2) Review the content of the basic courses mentioned, revise any, if necessary, according to the recommendations set by the AMS, MAA, NCTM, and other national mathematical organizations and committees.
   3) Review the textbook for the basic courses mentioned, change any, if necessary, according to the contents in (2).
   4) Submit a report, including any recommendation, by October 15th, to the Department Head for discussion and decision.

- **MISCELLEOUS**

   - For information regarding the University Scholars Program, the Developmental Studies Program, THEA, or the Center for Academic Support, contact the University College.

- The Head of the Department of Mathematics will authorize each student on individual basis for appropriate overrides.

- Course selections of students who fail to pay tuition and fees due by the census day, 12th class day during a fall or spring semester and 4th class day during a summer session, will be cancelled and purged from the information system.