

# BYLAWS

Department of Computational Mathematics, Science and  
Engineering

Michigan State University  
East Lansing, Michigan 48824

ADOPTED 08-20-2018

## 1. ABOUT THIS DOCUMENT

- 1.1. This document outlines the rules and regulations for self-governance of the Department
- 1.2. The document is owned by the faculty and maintained by the Department Advisory Committee (AdCom)
- 1.3. Revisions to this document are made by the AdCom and brought to the voting faculty for a vote. Changes are adopted by a simple majority of the voting faculty.

## 2. FACULTY & STAFF

### 2.1. Composition of Faculty

- 2.1.1. The regular faculty shall consist of all persons who are appointed under the rules of tenure in the Department holding the rank of professor, associate professor, or assistant professor.
- 2.1.2. The fixed-term faculty shall consist of all persons holding the rank of professor, associate professor, assistant professor or instructor in the Department, but not appointed under the rules of tenure.
- 2.1.3. The honorary faculty shall consist of all persons appointed in the Department as visiting faculty and of all persons holding the title "Emeritus" in the Department.
- 2.1.4. Adjunct faculty shall consist of persons appointed in the Department (by the Chair in consultation with AdCom). Their primary responsibility and income is outside the unit in which the appointment is made. University guidelines on continuing appointment shall be followed.

### 2.2. Faculty Voting Rights

- 2.2.1. The voting faculty in the election of Department councils and committees and in elections pertaining to Department policies and decisions shall include all regular faculty having at least a 30% appointment in the Department or having been specifically designated by the Department Chairperson and the AdCom.
- 2.2.2.
  - 2.2.2.1. A faculty member may be elected to a Department academic governance body only if that individual is qualified to vote in the election of representatives to that body.
- 2.2.3. A faculty member jointly appointed to two or more units may vote only once in a given university, NatSci, or Engr. election. In elections voted upon

by two or more units, the faculty member shall vote in that unit which has primary responsibility for initiating personnel action.

### 2.3. Faculty Meetings

- 2.3.1. The Department Chairperson, his/her designee, or a group of five or more faculty members may call meetings of the faculty.
- 2.3.2. The Department Chairperson shall call a Departmental Faculty meeting at least once each academic semester (excluding summer). It is expected that all Voting Faculty attend Departmental meetings.
- 2.3.3. Department business requiring a vote of the faculty must be listed on an agenda that is distributed to the Voting Faculty at least three days in advance of the meeting date. A quorum consisting of a majority of the Voting Faculty is required for all official business. The passage of significant or major changes requires a majority of the full voting membership.
- 2.3.4. All Department committees and representatives to College and University committees shall report at one designated faculty meeting per semester (excluding summer). The conduct of all Department faculty meetings and committees shall be governed by Robert's Rules of Order, Revised, a copy of which shall be available in the Department Office.

### 2.4. Modes of Participation

- 2.4.1. There are four modes of faculty participation identified and defined in Bylaws for Academic Governance, Michigan State University. These modes are as follows: consultation, advisory, shared responsibility, and delegated authority.
- 2.4.2. The faculty shall have delegated authority to add, delete, or modify academic programs, curricula, and standards within the Department, subject to College and University policies, and to define and update the Department mission and goals.
- 2.4.3. The faculty shall have shared responsibility with the Department Chairperson through their elected and appointed representatives to the Standing Committees of the Department. On those matters for which the faculty has delegated authority, the Standing Committees shall present recommendations to the Voting Faculty for action.
- 2.4.4. Faculty have a responsibility to participate in Department, College, and University committees to which they have been elected or appointed. They are responsible to both the Colleges of Natural Science and Engineering insofar as participation and citizenship to College activities.

## 3. STUDENTS

### 3.1. Constituency

The student constituents of the Department shall be defined as:

- 3.1.1. Graduate constituency is defined as students who are enrolled in an M.S/Ph.D program in CMSE
- 3.1.2. Undergraduate constituency is defined as students who are enrolled in an undergraduate degree program in CMSE

### 3.2. Committee Representatives

Student participation in an academic governance body shall in all cases be in the same mode as faculty participation, except for matters reserved to the faculty (such matters shall be determined by the members of the committee). Each student constituency shall have the delegated authority to elect representatives of their choice to the committees designated by the Department as having student representatives. The Department Chairperson or designee may assist the student constituency in developing procedures for selecting those representatives.

## 4. ADMINISTRATIVE POSITIONS

### 4.1. The Department Chairperson

#### 4.1.1. Selection and Eligibility

- 4.1.1.1. The voting faculty of the Department shall have **shared responsibility** with the Deans of Colleges of Natural Science and Engineering to determine procedures for the selection of a Chairperson to be nominated to the Provost.
- 4.1.1.2. Representative delegates of the faculty, students and staff shall advise the Deans on the selection of the Chairperson
- 4.1.1.3. The Chairperson must have a majority faculty appointment in CMSE
- 4.1.1.4. The chairperson serves at the pleasure of the Deans with a typical review period of 5 years
- 4.1.1.5. There is no limit on the total number of terms that the Chairperson may serve other than those imposed by University guidelines on retirement. However, no Chairperson can serve more than two consecutive terms, except in cases where a search has been initiated but not completed, where service may continue until a successor is in place

#### 4.1.2. Duties

- 4.1.2.1. The chief administrator shall be designated "Chairperson."

- 4.1.2.2. The Chairperson is responsible for the Department's educational, research, and service programs—including the outreach components of all three; budgetary matters, academic facilities, and personnel matters, taking into account the advisory procedures of the Department. The Chairperson has a special obligation to build a department or school strong in scholarship, teaching capacity, and service. The duties of the Department Chairperson are those outlined in the University document, "Bylaws for Academic Governance".
- 4.1.2.3. The Department Chairperson, or the Chairperson's designee, shall serve *ex officio* without vote on all Department committees
- 4.1.2.4. The Chairperson will work in close consultation with the AdCom; see Section 5.3 on role of AdCom
- 4.1.2.5. It is the Department Chairperson's responsibility to generate an independent recommendation that is attached to the Promotion and Tenure Committee's recommendation. This package is forwarded to the Colleges. Refer to Section 6 for details on the Promotion and Tenure Process
- 4.1.2.6. It is the duty of the Department Chairperson to meet with each faculty member at least once a year to discuss and document the progress of that faculty member as it may relate to performance and reappointment, promotion, and tenure. Faculty evaluations will be based on performance in research, teaching, outreach and institutional service, with each area being weighted by the percent of effort reported in the faculty annual reports. Details of the criterion to be used for the evaluation are prescribed in the Annual Evaluation Policy.
  - 4.1.2.6.1. The Chairperson, in consultation with the AdCom may establish an evaluation committee to help him/her with faculty evaluation.
  - 4.1.2.6.2. The Chairperson (and the associate chairperson) in consultation with an evaluation committee (if established) will evaluate the faculty based on information from sources including the faculty annual reports, annual faculty interviews, and Student Instructional Rating Forms.
- 4.1.2.7. It is the duty of the Chairperson (and the associate Chairperson) to set up a framework for successful mentoring of Assistant and Associate professors.
- 4.1.2.8. It shall be the duty of the Department Chairperson to determine the merit salary adjustments of the faculty members whose tenure

home is in CMSE, in consultation with Chairperson(s) of other units in which the faculty is appointed.

- 4.1.2.9. The Chairperson will determine the merit adjustments and discuss the final recommendations with both the Dean of the College of Natural Science and Engineering.
- 4.1.2.10. The Chairperson, in consultation with AdCom, is responsible for assigning space.
- 4.1.2.11. The Chairperson, in consultation with AdCom, may delegate to other members of the Department duties and responsibilities. However, the Chairperson bears ultimate responsibility for actions undertaken in his stead
- 4.1.2.12. During an absence of the Chairperson for less than 12 weeks (for reasons other than health), he/she needs to name an Acting Chairperson. Typically, the order of serving as the acting Chairperson will be as follows: Associate Chairperson and Graduate Coordinator.
- 4.1.2.13. In the event of an absence by the Chairperson, which is anticipated to exceed 12 weeks, an Acting Chairperson shall be appointed following the same procedures that prevail for Election of the Chairperson.
- 4.1.2.14. In the performance of his/her duties, the Chairperson shall seek the advice of voting faculty through the various mechanisms provided in these Bylaws.
- 4.1.2.15. The Chairperson shall make every reasonable effort to inform the voting faculty, insofar as he/she is aware, of all Colleges and University decisions, policies, proposed policies or changes in policies that may bear on the future of the Department so that he/she may derive the full benefit of informed advice.

#### 4.1.3. Review

- 4.1.3.1. The AdCom will be responsible for conducting an annual review of the Chairperson. This will involve collecting input from faculty and staff, and presenting the input received to the Dean(s)
- 4.1.3.2. The Department faculty has shared responsibility with the Deans on procedures for review of the Department Chairperson at intervals not to exceed five year. The AdCom (which will lead this effort) must meet with the Deans to review NatSci and Engr. policies and formulate specific procedures for the review

#### 4.2. Associate Chairperson

4.2.1. The Department will have one Associate Chairperson

4.2.2. Selection and appointment:

4.2.2.1. The Chairperson, in consultation with the AdCom and the Deans, will appoint the Associate Chairperson

4.2.2.2. The Associate Chairperson should have a majority appointment in CMSE

4.2.2.3. The Associate Chairperson should bring a complementary perspective to that provided by the Chair

4.2.2.4. There is no limit on the number of terms of service of the Associate Chairperson other than those imposed by the above constraints, and University retirement guidelines

4.2.3. Duties:

4.2.3.1. The general role of the Associate Chair is to assist the Chair in management and performance of administrative tasks for the Department, as well as other duties as assigned

4.2.4. Review

4.2.4.1. The Chair will annually review the performance of the Associate Chair in consultation with the faculty

4.3. Graduate Coordinator

4.3.1. The Department will have one Graduate Coordinator

4.3.2. Selection and appointment

4.3.2.1. The Chair, in consultation with AdCom, will appoint the Graduate Coordinator

4.3.2.2. The position is open to tenured members of CMSE and the appointed person should have a majority appointment in CMSE

4.3.2.3. The term of office is three years with no limit on the number of renewals

4.3.2.4. The schedule and support will be negotiated between the chair and the Grad coordinator

4.3.2.5. The Chairperson will consult with the AdCom six months before the end of the term or whenever else the position becomes open

4.3.3. Duties

- 4.3.3.1. Monitoring graduate applicants and maintaining contact with prospective students regarding application status, financial assistance, fellowships, research and teaching assistantships
- 4.3.3.2. Coordinating faculty efforts together with the Associate Chairperson and the Chairperson in the recruitment of graduate students including development of recruitment materials, and strategies
- 4.3.3.3. Coordinating with the graduate studies committee on admission of Graduate students
- 4.3.3.4. Coordinating with faculty members on annual evaluation of Graduate student performance on academics, teaching and/or research responsibilities
- 4.3.3.5. Coordinating with the Associate Chairperson and Chairperson on issues regarding interaction other departments and programs.
- 4.3.3.6. Development of sets of “living documents” for instance, orientation slides, Graduate Student handbook, etc
- 4.3.3.7. Enforce rules and regulations prescribed in the Graduate student handbook
- 4.3.3.8. Serve as the primary contact for Graduate student concerns
- 4.3.3.9. Serve as the primary contact for information regarding the Graduate program
- 4.3.3.10. Work with the faculty and Chairperson in appointing research and teaching assistants as necessary

## 5. STANDING COMMITTEES OF THE DEPARTMENT

5.1. All voting faculty are expected to serve on Committees

5.2. The membership in committees is staggered to ensure continuity

5.3. Advisory Committee

5.3.1. Membership and Election

5.3.1.1. The AdCom will comprise five members of the voting faculty (one at each level—Assistant, Associate and Full, and two at-large positions)

5.3.1.2. Once at least half voting faculty members are tenured, the members of the AdCom will NOT include either the Associate Chairperson or the Graduate Coordinator

5.3.1.3. The committee will be constituted using the following procedure



- 5.3.1.3.1. Elections for the upcoming year will be held at a meeting the spring semester of each year
- 5.3.1.3.2. Three members will be elected from the voting faculty
- 5.3.1.3.3. The Chair in consultation with the outgoing AdCom will appoint the remaining two. The appointed members will be chosen so as to ensure diversity amongst disciplinary areas
- 5.3.1.3.4. The term of membership is two years
- 5.3.1.3.5. A faculty member cannot serve two consecutive terms
- 5.3.1.3.6. Number of positions filled will follow the 2-3-2-3 sequence
- 5.3.1.3.7. Long term vacancies will be filled by elections
- 5.3.1.4. At its first meeting of every academic year, the AdCom shall elect a chair and a secretary
- 5.3.1.5. The committee Chair's responsibility is to call for agenda items and run the meeting. The committee Chair will be the primary point of contact for the faculty as well as students and the Dean's office
- 5.3.1.6. The secretary will be responsible for taking minutes and presenting it to the committee for approval and, once approved posted for faculty access. If the secretary is absent, an alternate will be appointed
- 5.3.2. Mode of participation
  - 5.3.2.1. The AdCom will have consultation and advisory responsibility on matters detailed in Section 5.3.3
  - 5.3.2.2. The AdCom shall have shared responsibility with the voting faculty and the administrator to adopt and publish bylaws.
- 5.3.3. Functions of the AdCom
  - 5.3.3.1. The AdCom maintains and prepares proposed revisions to the bylaws, and presents these revisions to the faculty for discussion and potential adoption
  - 5.3.3.2. The AdCom shall be responsible for actively participating in the creation and implementation of a plan for the growth of the department and faculty development
  - 5.3.3.3. AdCom will advise the chairperson on
    - 5.3.3.3.1. General policies pertaining to the educational, research and outreach programs,

5.3.3.3.2. General policies pertaining to faculty research, teaching and service load distribution

5.3.3.3.3. Assignment of faculty to committees

5.3.3.3.4. Teaching assignments

5.3.3.3.5. Develop policies regarding faculty evaluation, compensation and raises

5.3.3.3.6. Long term strategy for growth and development

5.3.3.3.7. Will provide additional feedback to the Chair regarding all faculty appointments

5.3.3.3.8. Dismissal of tenured faculty is governed by regulations in the University Faculty Handbook. Prior to initiating a dismissal procedure, the Department Chairperson shall consult with the AdCom.

5.3.3.4. The AdCom can constitute an ad hoc committee to serve a specific need and for a finite duration of time

5.3.3.5. The AdCom can recommend either constituting/dissolving standing committee and present arguments in support to the faculty

5.3.3.6. Acts as an ad-hoc committee when there is no standing committee

#### 5.3.4. Procedures

5.3.4.1. The AdCom will meet at least once a month or as deemed necessary by the AdCom and the chairperson

### 5.4. Promotion and Tenure Committee

5.4.1. Membership and Election: There will be three elected members and up to three appointed members

5.4.2. Elected member of the committee

5.4.2.1. The elected members will be tenured full professors in CMSE and will serve a term of two years

5.4.2.2. There is no limit on the number of terms that a person can be elected to the Promotion and Tenure committee

5.4.3. Appointed members

5.4.3.1. The committee may be augmented with up to three tenured CMSE faculty members who are appointed by the Chair in consultation with the AdCom for a 1-year term

5.4.3.2. The intent of these appointments is to ensure adequate representation of the culture of interdisciplinary subject areas within CMSE

5.4.3.3. To the best of the Chair's ability, the composition of the appointed members will depend upon the discipline(s) of the faculty seeking action (reappointment, tenure and promotion)

#### 5.4.4. Functions of the promotion and tenure committee

5.4.4.1. This Promotion and Tenure Committee (P&T) makes a recommendation of action for each case following University and College guidelines.

5.4.4.2. Elected members shall evaluate all candidates, and appointed members shall evaluate all candidates of lesser rank.

5.4.4.3. The committee is responsible for following the Promotion and Tenure process that listed in Section 6.

#### 5.4.5. Procedures

5.4.5.1. The schedule of the meetings will be determined by the guidelines issued by both colleges

### 5.5. Mentoring Assignment

#### 5.5.1. Function of the assignment

5.5.1.1. Each faculty member of promotable rank in the Department will be assigned one or more mentors who will facilitate development in all facets of their academic career

5.5.1.2. Mentors will be assigned by the Chair in consultation with the faculty member and the AdCom

5.5.1.3. The details of the mentor's roles can be found in the handbook of the two colleges.

5.5.1.4. Possible functions are (and not limited to) (a) feedback on proposals, (b) introduction to potential funding agencies and program officers, (c) guidance on how to develop classes or other educational activities, and (d) guidance on mentoring graduate students.

### 5.6. Graduate Studies and Admissions Committee

#### 5.6.1. Membership:

5.6.1.1. Faculty members in CMSE will be appointed to this committee by the Chair in consultation with the AdCom.

5.6.1.2. The Graduate Director will be an ex-officio member of the committee.

5.6.1.3. The Department Chair (in consultation with the AdCom) will appoint the Chair of this Committee

5.6.1.4. A graduate student (who will be selected in the Fall) will also serve on the committee

5.6.1.5. The term of the committee will follow the academic year cycle

#### 5.6.2. Functions of the committee

5.6.2.1. This committee will develop policies pertaining to admission standards, recruitment of graduate students, evaluation of incoming students, promotion of graduate students, and all aspects of the graduate curriculum

5.6.2.2. This committee will make recommendations regarding recruitment activities

5.6.2.3. The committee will evaluate incoming students for admission and possible support to the Department. They will set the standard for evaluating applicants. Modifications of these standards, if necessary, need to be in place at least 6 months before the admissions decisions and must be made available to potential applicants and to the full faculty.

5.6.2.4. The Committee shall make recommendations to the faculty on graduate academic standards, graduate course additions, deletions, and modifications, and graduate certificate and degree requirements.

5.6.2.5. The Chairperson of the Committee shall see that minutes of each meeting are taken and distributed to faculty and staff.

5.6.2.6. Although this Committee shall not be unduly concerned with the day-to-day operation of specific courses and subject areas, it shall coordinate and review all actions within the courses and subject areas that relate to the graduate degree programs of the Department.

5.6.2.7. The Committee Chairperson shall present to the Department faculty for action those recommendations coming from the Committee for which the faculty has delegated authority.

#### 5.6.3. Procedures

5.6.3.1. The committee will typically meet on a bi-weekly basis

## 5.7. Ad-Hoc committees

- 5.7.1. Purpose: These committee may be constituted by the Department Chairman in consultation with the AdCom
- 5.7.2. Membership: The Chair together with the AdCom constitute the membership of the committee
- 5.7.3. Procedure: The meeting of these committees will be as needed decided by the membership

## 6. REAPPOINTMENT, PROMOTION AND TENURE PROCESS

### 6.1. Chairperson responsibilities;

- 6.1.1. Insuring that all university, college, and departmental procedures, guidelines, and timetables are followed in each RPT case under consideration.
- 6.1.2. Informing each RPT candidate and all appropriate unit faculty (see committee procedures) of all relevant procedures and deadlines in a timely fashion.
- 6.1.3. Making the official unit recommendation to the Deans for or against the RPT action under consideration by the designated deadline. Note that this recommendation must report the vote of the faculty (see committee procedures) for or against the RPT action.
- 6.1.4. Informing the RPT candidate of the faculty vote and his/her recommendation to the college as soon as these items are forwarded to the Deans.
- 6.1.5. A statement that unit faculty of rank higher than the candidate under consideration will be consulted (either directly, or through representation on an appropriately constituted committee) during the departmental RPT process, and that the information provided will be used as input in the decision of the chair or director. This statement must specify:
  - 6.1.5.1. Which faculty of higher rank will be consulted. The criteria for inclusion/exclusion of faculty associated with the unit must be based on explicit appointment criteria, e.g. fraction of appointment, tenure home, etc.
  - 6.1.5.2. That an official vote of the faculty consulted will be taken and reported to the colleges.
  - 6.1.5.3. The procedure by which faculty input will be sought (e.g. by vote of all eligible faculty at a departmental faculty meeting).

- 6.1.5.4. The procedure by which the RPT candidate can confer with the faculty, or appropriate subgroup, prior to the faculty vote advising the chair or director on the RPT action.

## 7. GRIEVANCE

### 7.1. Faculty

The Department of CMSE follows the Faculty Grievance Policy published in the Faculty Handbook and approved by the board of Trustees for resolving employment related disputes that arise between faculty or academic staff members and administrators. However, a faculty or academic staff member who feels aggrieved should first seek an informal resolution at the unit, department, or college level before filing a formal grievance.

### 7.2. Graduate Students

The AdCom shall establish a hearing board whenever a grievance is filed by a graduate student who alleges violations of academic rights. The hearing board shall follow the Department of CMSE Graduate Student Academic Hearing Procedures (available at the CMSE website). Undergraduate students may send a written request to the associate provost for undergraduate studies for a hearing with the appropriate board.

## 8. ADOPTION AND AMENDMENTS OF BYLAWS

### 8.1. Procedure

- 8.1.1. These Bylaws shall become effective upon approval of two-thirds of all of the regular faculty
- 8.1.2. The amendment process shall be initiated by the Department Chairperson, by the AdCom, or by petition of any three members of the Voting Faculty. An *ad-hoc* Bylaws Revision Committee shall be appointed by the AdCom to draft suitable amendments to present to the Voting Faculty
- 8.1.3. Faculty actions up on recommendations of ad-hoc committee's report;
  - 8.1.3.1. The amendments presented by the Bylaws Revision Committee may be approved by majority vote of the Voting Faculty.
  - 8.1.3.2. Alternately, they may be referred back to the Bylaws Revision Committee for further revision
  - 8.1.3.3. Amendment of the Committee's report from the floor shall require a two-thirds majority of the Voting Faculty
- 8.1.4. The effective date shall be immediately after adoption of amendments to the Bylaws

- 8.1.5. These Bylaws shall be reviewed by the College of Natural Science and the College of Engineering faculty AdComs at intervals not to exceed five years

## 9. Procedures and tasks

### 9.1. AdCom

- 9.1.1. The AdCom will develop the framework for annual faculty evaluation.

- 9.1.1.1. These metrics will be presented to the faculty for discussion and vote no later than March in the year before the evaluation period

- 9.1.1.2. Nominally, this will require performance metrics for the current year in research, teaching and service.

- 9.1.1.3. Additional information may also be taken into account. It is the responsibility of the faculty member to provide and maintain the additional information

- 9.1.1.4. Faculty evaluation may be performed either by an ad hoc committee or by Chair

### 9.2. Promotion and Tenure committee

- 9.2.1. This recommendation from the committee consists of a detailed memorandum that addresses the department, Colleges and University promotion and tenure criteria.

- 9.2.1.1. For each case, this recommendation is presented to a subset of the faculty whose rank is higher than that of the candidate being considered for action.

- 9.2.1.2. A vote of this sub-set of voting faculty will be taken and will be included in P&T's report.

### 9.3. Detailed description of procedures that will be followed for RPT:

- 9.3.1. For non-required promotion and tenure actions, the committee will conduct a preliminary evaluation on whether the case can go forward based on an up to-date resume

- 9.3.2. The P&T Committee will appoint a sub-committee who will be in charge of soliciting external reviewers.

- 9.3.3. Up to two external reviewers may be selected by the committee from a list of no more than five names provided by the candidate

- 9.3.4. The candidate will have the right to name reviewers who should not be contacted, but must specify why they should not be conflicted.
- 9.3.5. The reviewers chosen should have no conflict of interest, as defined by NSF/CoE/NATSCI guidelines
- 9.3.6. The reviewers chosen should be full professors in comparable or higher ranked institutions and well regarded by their peer community (fellows of societies, directors of centers, NAE/NAS members, and so on). The NATSCI and CoE provide guidelines for choosing such individuals, and these should be followed.
- 9.3.7. For promotion and tenure actions sub-committee will solicit letters from at least five reviewers (at most two from the list provided by the candidate, two from the P&T committee, and one from the Chair).
- 9.3.8. All suggested reviewers must be approved by the rest of the committee (with attention to qualifications and appropriateness of the reviewer). A record of all correspondence with the reviewers should be kept, including rationale for declination (if appropriate).
- 9.3.9. The package sent to the reviewers will comprise a five-page research, teaching and service statement written by the candidate, five significant papers authored by the candidate, and a cover letter from the Chair of the P&T committee that includes review standards as well as seeks insight to contributions, leadership, comparison with peers, etc., of candidate. Templates and guidelines for crafting such a letter are available in both NATSCI and CoE, but a common letter that serves the goals of CMSE will be agreed upon by the P&T committee.
- 9.3.10. Upon receipt of all external review letters, the committee will consider each candidate for the specific action. The Committee shall, in the case of each individual, apply the standards and criteria prescribed in the University faculty handbook. In accordance with the prescribed criterion, each candidate will be evaluated in (i) research, (ii) teaching and (iii) service.
- 9.3.11. The candidate's package shall comprise of Form D together with the College of Engineering Addendum and forms required by the College of Natural Science
- 9.3.12. The committee will provide a written report to Chair.
- 9.3.13. The Chair will formulate an independent recommendations
- 9.3.14. Both the P&T committee report and the Chair's recommendations will be shared with the candidate prior to forwarding it to the Deans office. The candidate will have an opportunity to discuss these with the Chair of the Department.