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1. Departmental Organization

1.1 Administration

1.1.1 Bylaws of the Board of Regents

The “Bylaws of the Board of Regents of the University of Nebraska” (effective June 13, 1992) states in Section 2.10, pages 22-23.

… The Board may create departments of a college or a school when size or educational efficiency demands it. The department chair shall be the officer primarily charged with the administration of the department. The department chair shall be the presiding officer of its faculty and the chief advisor to the Dean or director of the administrative unity to which the department is assigned. Department chairs shall be appointed by the Board upon recommendation of the Dean after appropriate consultation with the
department faculty, and with concurrence by the Chancellor and the President. The department chair shall not have tenure in that office, but tenure as a faculty member is a matter of separate right. The department chair may make recommendations to the Dean and the faculty of the college concerning the welfare of the department or its relations to other departments. Before making such recommendations the department chair shall consult with the appropriate department faculty. Where the recommendation of the chair differs from the advice given by the appropriate department faculty, the chair shall so inform the Dean. The department staff shall consist of persons of the rank of assistant instructor or above or equivalent ranks in the department. Meetings of the department staff may be called by the Chancellor, the Dean, the chair, or by a majority of the staff. The department staff may make recommendations upon any matter affecting the welfare of the department or its members to the chair, to the Dean of the college, or to the faculty of the college. In the event that a departmental recommendation or the recommendation of the department chair does not receive higher administrative approval, the reasons for the action shall be communicated to the department.

1.1.2 Constitution of the College of Arts and Sciences

The constitution of the College of Arts and Sciences states in Article IV, Section 1:

… Subject to the jurisdiction of institutions which have overall responsibility for the University of Nebraska at Omaha and in conformity with the policies of the College of Arts and Sciences, a department shall determine its policies and programs through means adopted by the department. The chair of the department or the departmental staff may make recommendations to the Dean and Faculty of the college concerning the welfare of the department or its relations to other departments. Before making such recommendations the chair of the department shall consult with the departmental faculty. Where the recommendation of the chair differs from the advice given by the departmental faculty, the chair shall so inform the Dean. Meetings of the departmental staff may be called by the Chancellor, the Dean, the chair or by a majority of its members.

Furthermore, the above Constitution states in Article IV, Section 2b and c: Chairs shall be appointed by the Board of Regents, upon recommendation of the Dean, after appropriate consultation with the departmental faculty and concurrence by the Chancellor and the President, for a term not exceeding four years, but shall be eligible for reappointment. A reasonable time before recommending the reappointment of a chair, the Dean shall take a closed ballot of the department members on the question of reappointment of the incumbent. In case of a vacancy existing or pending in a department chair, the Dean will request the department to provide suggestions and the name or names of candidates, a request which shall be fulfilled through means adopted by the department.

1.1.3 Department Chair: Compensation, Duties, and Departmental Guidelines

Beyond the general policies concerning the department chair stated above, the following apply:

1) The department favors a rotating department chair position, with chair resigning after four years, to leave the position open to all interesting candidates, including the incumbent chair. The department chair will resign at the beginning of the spring semester in his/her fourth year effective the end of the summer session. The final authority, however, is held by the Dean of the College of Arts and Sciences. (See also section 1.1.2 above).

2) The department chair carries out an annual performance review of each full-time faculty member. For each tenure-track faculty member this review should include a reminder as to when he/she will be considered for tenure. The review should also inform faculty members below the rank of full professor when it appears they are qualified to be promoted to the next higher rank.

3) The department chair is assigned 6 credit hours per semester of administrative duties with the potential of 3 credit hours for assigned research time. He/she is on a 9-month contract and
currently receives an extra stipend for administrative duties during the academic year. In addition, university funds are available for summer administrative duties.

4) The department chair shall report at the beginning of each semester and near the end of the spring semester on the budget. The report shall include information on travel funds, specifically the amount sent, committed and still available for graders and a projection of year-end savings, if any, along with plans for their expenditure shall be reported.

5) The chair is responsible for recruiting and hiring suitable part time faculty to staff those courses not taught by the regular full time faculty.

1.1.4 The Department

The department of Mathematics is composed of full-time and part-time instructors. Every faculty member is welcome to sit in on faculty meetings and express his/her opinions and concerns. However, only those who are voting members of the College of Arts and Sciences may vote. (To be a voting member of the College of Arts and Sciences requires a person to be full-time faculty and to have the rank of instructor or higher. To be an instructor one must have the M.A. degree or higher. Those with only a B.A. degree are called assistant instructors.) Motions to be made at department meetings should be written and distributed to faculty at least two working days prior to said department meetings.

The excerpts in 1.1.1 and 1.1.2 above give more information regarding the departments from the standpoints of the University and the College of Arts and Sciences.

1.2 Committees

The department has a committee on committees, hereafter referred to as the COC, whose task at the end of the spring semester, is to make all of the committee assignments for the following academic year. See section 1.1.2 below.

The standing committees of the department are listed below.

There are also a number of special appointments which are made by the COC to meet specific departmental needs. Such needs include a “minute person,” liaisons with the university operations, and a colloquium organizer. Duties of the special appointees are determined by the department and department chair.

The chair of the department cannot be a member of any departmental committee. The chair however is an ex-officio member of every committee.

Any committee vacancies will be filled by the COC. Ad hoc committee, whose duties are not under the purview of the committees listed below, will be appointed by the chair.

General Committee guidelines are:

(a) All members of the faculty should take their committee responsibilities seriously.

(b) The chair of the committees should rotate so that no one faculty member is the chair of a committee for more than three consecutive years.

(c) Since committee members are listed alphabetically it shall be the duty of the first named member to call a meeting of the committee in order to elect a chair. The meeting shall occur within the first two weeks of classes.

(d) All members of the committee are to participate in the activities of the committee.

1.2.1 Committee on Committees
Membership: 1 untenured faculty and 2 tenured faculty.
Chairperson: Elected by committee
Eligibility: See above. Also no one may serve two consecutive years. Members of the COC will be selected by all faculty eligible to vote in the department as described below:
Duties: Each spring, no later than the last week before final examinations, the COC will make the appointments to committees and special assignments. Prior to the assignments, the committee will request each faculty member’s preferences for serving on departmental committees and special assignments. The COC can solicit suggestions from the chair.

An election of the COC will be arranged by the chair of the advisory committee, who will distribute, collect, and count the ballot associated with the election.

Prior to the distribution of the ballots, anyone not wishing to serve on the COC will have the opportunity to inform the chair of the advisory committee. His or her names will appear on the ballot with an asterisk indicating a desire not to serve.

The Hare system of voting will be used. Members of the advisory committee will have 5 working days to vote. After the vote the ballots will be held for two weeks time, during which they will be available for inspection by those voting, after which they will be destroyed.

The chair of the advisory committee will notify all of the faculty of the results of the election.

1.2.2 Chair’s Advisory Committee
Membership: All tenured faculty of the department
Chairperson: Elected by the committee
Eligibility: See above
Duties: This committee is charged with acting in an advisory capacity to the department chair on matters involving reappointments, tenure, personnel, and miscellaneous matters as requested by the department chair. The Chair’s Advisory Committee will also advise on matters involving promotions with the exception of promotion to Full Professor which will be performed by the subset of Full Professors.

1.2.3 Undergraduate Curriculum Committee
Membership: At least four members, appointed by the COC, who will ensure continuity by never selecting a totally new committee.
Chairperson: Elected by the committee
Eligibility: Department members
Duties: This committee advises the department chair on all undergraduate curricular matters and has the power to appoint ad hoc committees to study specific problems. Responsibilities in their assigned area include: To consider all suggested syllabi for undergraduate and graduate/undergraduate courses. In the latter case, the graduate syllabi will be submitted to the Graduate College by the Graduate Program Committee.
To maintain undergraduate catalog copy.
To maintain updated brochures and advising checklist.
To maintain and publish guidelines for areas of concentration.
To approve areas of concentration and independent studies.
To encourage students to enroll in mathematics.

1.2.4 Graduate Program Committees
Mathematics Graduate Program Committee
MAT Graduate Program Committee
i) **Membership:** At least four members appointed by the COC. In addition the MAT Committee has members selected from the Department of Teacher Education.

ii) **Chairperson:** Elected by the committee.

iii) **Eligibility:** Department members. However, the graduate catalog specifies that at least 3 members of the committee, including the chair, must be Graduate Faculty, and at least two-thirds of the committee must be Graduate Faculty.

iv) **The duties of the two graduate committees include:**

   - To process all applications for admission to graduate programs.
   - To advertise our graduate program and recruit students.
   - To nominate eligible department members for the Graduate Faculty.
   - To consider all changes in policy or current programs suggested by department members.
   - To obtain required special approval for instructors of graduate courses.
   - To be responsible for graduate offerings and suggest instructors.
   - To maintain updated brochures and advising checklist.
   - To establish and maintain a list of journal ratings for journals in which department members are publishing.
   - To coordinate the implementation of the departmental assessment plan for graduate programs.

1.2.5 **Recruiting Committee**

i) **Membership:** At least three members appointed by the COC

ii) **Chairperson:** Elected by the committee

iii) **Eligibility:** Department members

iv) **Duties:** Assist the department chair in recruiting new faculty. This includes advising the chair on what specialty to advertise for, screening applicants, and recommending several individuals to the chair for consideration. After receiving these recommendations the chair shall arrange for the entire faculty to vote by ballot, on these recommendations. The ballot will be conducted using the Hare system of voting.

1.2.6 **Budget/Equipment Committee**

i) **Membership:** At least three members appointed by the COC

ii) **Chairperson:** Elected by the committee

iii) **Eligibility:** Department members

iv) **Duties:** To serve as an advisory committee to the department chair.

   - To maintain a year-long inventory list of all equipment needed by the department.
   - To prioritize the equipment list, updating it at least twice a year to meet the request of the Dean’s office. Long-term as well as immediate needs should be compiled with input from all members of the department.
   - To become familiar with the details of the department budget so that request from the chair for advice can be considered on short notice.
   - To report at least once a year to the department on a summary of types of requests.
   - To advise the department chair with respect to any common department equipment, such as shared printers, computer Labs, etc.

1.2.7 **Algebra Steering Committee**

i) **Membership:** Three department members and one external member, all appointed by the Dean; ex-officio: the Dean, department chair, and the Director of the Math Lab.

ii) **Chairperson:** Appointment by the Dean

iii) **Eligibility:** See above under i)

iv) **Duties:** This committee is responsible to the department and to the Dean for the overall coordination of instruction in the courses MATH 1310 and MATH 1320. Its responsibilities include the following: To ensure that communication between the department and those responsible for instruction in the department’s algebra courses is maintained.

   - To advise the Director of the Math Lab as requested or needed.
To assess the instruction and student learning in the department’s algebra courses.
To develop proposals and general policy to be considered by the department.
To review and select textbooks and other materials to be used in the Math Lab and in algebra lecture courses.
To assume other responsibilities as requested by the Dean or by the department.

1.2.8 Assessment Committee

i) **Membership:** At least three members appointed by the COC

ii) **Chairperson:** Elected by the committee

iii) **Eligibility:** Department members

iv) **Duties:** This committee is responsible for the coordination of the assessment activities required by the approved departmental undergraduate assessment plan, to include the following:
   - To organize the administration of the MFAT and to analyze the results.
   - To design, administer, and analyze the results of questionnaires as required in the plan.
   - To report to the department at least twice each year on its activities and the results from the tests and the questionnaires.
   - To recommend to the department members’ implementation of changes suggested by the above results.
   - To review the assessment plan on a regular basis and to recommend revisions to the department members for their considerations.

1.2.9 Library Committee

i) **Membership:** At least two members appointed by the COC

ii) **Chairperson:** Elected by committee

iii) **Eligibility:** Department member

iv) **Duties:** The committee acts as a liaison between the department and the UNO Library in all matters of common interest. The committee is also responsible for the maintenance of departmental library materials.

1.2.10 Merit Committee

i) **Membership:** All members competing for merit.

ii) **Chairperson:** Elected by the committee. The COC shall, before the end of the fall semester, conduct the election and make the results known to all the faculty.

iii) **Eligibility:** All members except the chair.

iv) **Duties:** See Appendix 2.

1.2.11 Scheduling Committee

i) **Membership:** At least three members of the department appointed by the COC.

ii) **Chairperson:** Elected by the committee

iii) **Eligibility:** Department members.

iv) **Duties:** To be an advisory board to the chair, offer whatever help the chair requests and especially help the chair solve scheduling difficulties that arise. It is not the duty of this committee to make up the department schedule or to assign faculty members to classes.

1.2.12 Dual Enrollment Committee

i) **Membership:** Three or more department members appointed by CoC

ii) **Chairperson (Dual Enrollment Coordinator):** Elected by the Committee.

iii) **Eligibility:** All department members except chair.

iv) **Duties:** Provide oversight for the department’s DE program including approval of high school DE teachers, conduction workshops for DE teachers, arranging special events and coordinating with the campus DE office.
1.2.13 Honors Program Committee (adopted 4/18/11)

i) **Membership:** Three or more department members appointed by the COC.

ii) **Chairperson:** Calculus Honors Coordinator who is appointed by the Department Chair.

iii) **Eligibility:** All department members except department Chair.

iv) **Duties:** Oversee departmental honors program and make suggestions for improvement and expansion.

1.3 Department Meetings

The department of mathematics conducts its meetings according to Roberts Rule of Order unless otherwise specified herein. The department meets at least once a semester. In addition, a majority of the faculty may call for a departmental meeting. During a departmental meeting any faculty member may call for a secret written ballot on any item of business before the department. The department meets at the discretion of the chair to discuss department business. Special meetings may be called. Any department member or committee may place items on the agenda. Motions to be made at department meetings are to be written and distributed to the faculty at least two working days prior to said department meetings.

1.4 Mathematics Laboratory (Math Lab)

i) **Duties of the Director of the Math Lab:**
Responsibilities for assigning all grades for all courses taught in the Math Lab; training and supervising student tutors; coordinating instruction in all 1000 level mathematics courses; teaching a separate three-hour course each semester during the academic year; and conducting research to enhance the Math Lab’s effectiveness and generate knowledge of instructional techniques.

ii) General oversight of the Math Lab is the responsibility of the Algebra Steering Committee. See section 1.2.7 for a description of the charge to this committee.

iii) The Director of the Math Lab will be evaluated each semester by those individuals employed in the Lab including staff, teaching assistants, tutors, graders, etc. A summary of the evaluations will be submitted to the department chair.

iv) The Director of the Math Lab will provide to the department chair (each semester) a summary of the student evaluations of the Math Lab.

2. Department Policies and Procedures

2.1 Hiring, Promotion, Tenure, and Merit

2.1.1 Hiring

The following are categories of faculty:

1) Full-time tenure-track
   Generally, individuals in this category must have the terminal degree. The Recruiting Committee recommends individuals to the department chair. Other faculties are invited to comment on prospective candidates. In all cases, the decision of whom to recommend to the Dean for the position is made by department chair.

2) Full-time specific term, non-tenure track.
   Persons are recommended to the Dean by the department chair as the position becomes available. The Recruiting Committee may be asked to assist in this recruiting as well.
3) **Part-Time**  
The department chair hires part time faculty.

4) **Visiting Positions**  
When funds are available, the department chair hires visiting professors or instructors.

5) **Director of the Math Lab**  
One full-time faculty member has as primary assignment directing the Math Lab. This individual may be either tenure-track or full-time, non-tenure track. The duties are listed in section 1.4(i).

### 2.1.2 Recommendations for Reappointment, Promotion, and Tenure

The department chair is charged with making recommendations to the Dean of the College of Arts and Sciences concerning reappointment, promotion, and tenure for faculty within the department, after consultation with departmental faculty. This consultation takes the form of recommendations to the chair from the Chair’s Advisory Committee. In addition, all recommendations for promotion in rank will be made by a committee of those faculty members already holding the given (or higher) rank. In each case, the chair of the appropriate committee will be appointed by the department chair and both the committee’s recommendations and those of the chair are forwarded to the Dean.

### 2.1.3 Reappointment, Promotion, and Tenure Guidelines

The College of Arts and Sciences has guidelines for promotion and tenure (see Appendix 1). In keeping with that document and in accordance with university policy, recommendations for reappointment, promotion, and tenure in the Department of Mathematics shall be based on the following general guidelines.

Although the College of Arts and Sciences states three different profiles by which a faculty member may be reappointed or granted tenure, the Department of Mathematics will require a stronger version of Profile A only.

Specifically:

In order to be granted continuous appointment, a faculty member must have achieved at least proficient performances in teaching and distinguished performance in either teaching or research. In any case, the areas of research and service must be judged at least competent.

In more detail, to be nominated for promotion or tenure, a faculty member shall satisfy the above criteria with respect to the following areas:

1) Teaching, advising, or working with students and curriculum in some other professional capacity.

2) Scholarly research or other creative professional activity.

3) Professionally related service within the department, university, and community.

To be recommended for reappointment in a tenure-track position, a faculty member must show evidence of making progress toward the performance described above. Generally speaking, as the date for making a tenure decision approaches, the faculty member should be attaining the described performance in order to be reappointed.

Graduate faculty membership is required for a tenure recommendation.

### 2.1.4 Guidelines for Evaluating Proficient and Distinguished Performance.

1) In evaluating teaching:
a) Student evaluations. These are not the sole criterion for evaluating teaching performance. In particular, student evaluations alone would probably not suffice for recommendation of outstanding teaching. On the other hand, consistent above-average or superior ratings by students may be an important factor in evaluating teaching.

b) Publications related to teaching

c) Contributions to curriculum development such as:
   i) New courses developed
   ii) Curriculum or ad hoc committee membership
   iii) New programs

d) Peer evaluations, if and when appropriate

e) Special recognition such as nomination for outstanding teacher award

f) Participations in or contribution to teaching-related workshops or seminars

g) University Committee for the Advancement of Teaching grants

h) Evidence of improvement in teaching

i) Other considerations requested by an individual

2) In evaluating scholarly research and other creative activity, the following will be considered.

   a) As the tenure decision approaches, no one will be considered distinguished in research unless they have been made a member of the graduate faculty.

   b) Publication. Publication in preferred scholarly journals is the most important measure of scholarly achievement. However, rather than setting minimum numbers of publications, the Chair’s Advisory Committee and the department chair will evaluate the research record in order to justify a recommendation of distinguished or proficient. In evaluating the quality of research, the level of journals is taken into considerations.

      i) Receipt of outside research grant(s)

      ii) Publication of a book involving significant expertise as a mathematician.

      iii) Evidence of significant research effort and professional growth such as: preprints of prospective publications, participation in seminars, departmental colloquia, talks at professional societies.

      iv) Consulting and other activities with outside agencies which involve significant professional competence and growth.

      v) Development and implementation of grants, new programs, institutes, etc.

3) Some factors to be considered in evaluating professionally related service are:

   a) Contributions at the departmental level such as service on committees, development of new courses or programs, recruiting, contacts with the community.
b) Service on college, university, or system-wide committees, task forces, etc.

c) Service to the community which involves competence as a mathematician or math educator, such as consulting, development of special programs for industry, etc.

d) Serving in a significant way in state and national professional organizations.

e) Others as requested by the individual.

2.1.5 Merit Pay and Determination of its Recipients

Depending on negotiations between the AAUP (faculty bargaining agent) and the Board of Regents, a portion of salary increase in a particular year may be based on performance. When this happens, the Vice-Chancellor for Academic Affairs has asked each department to develop a procedure by which the chair, after consultation with the faculty, will make merit-pay recommendations to the Dean of the College. The current procedure for determining merit salary increase in the Department of Mathematics is contained in the attached Appendix 2.

2.1.6 Reappointment for Full-Time Specific Term Faculty, Non-Tenure Track

Each year, instructors shall submit a reappointment portfolio to the Advisory Committee of the department. This portfolio should contain materials from the annual review, as well as any other evidence of effective teaching and contributions to the department. As part of the review process, input from the Chair will be solicited, including class performance, individual students’ comments, and any other information available to him/her. Based on the evidence, the Advisory Committee will make recommendations regarding reappointment for the following year.

2.2 Faculty Duties

2.2.1 Absences

The Vice Chancellor for Academic Affairs has required that the office of the Dean keep a log on faculty absences. Absences due to university financed travel are automatically recorded. Other absences (e.g., illness, approved absences for professional purposes for which no university funds are requested) are to be reported by the faculty to the departmental secretary, who will inform the department chair.

2.2.2 Commencement

All faculty are to attend at least one of three commencement exercises each year. Faculty should notify the department secretary of their plans.

2.2.3 Faculty Interface with Students

Office hours: The Bylaws of the Board of Regents, page 53, states that faculty must “be available at frequent, regular and scheduled times for student consultation.” There is no fixed policy on the number of hours per week each faculty member must schedule to be available to students; however, the department recommends a minimum of 5 hours per week.

Challenging Courses: A student may challenge any undergraduate course by taking a departmental exam. If successful, the student gains academic credit for the course without enrolling in the course. All students seeking this option should be referred to the department chair. Details are listed in the undergraduate catalog. Also available is retroactive credit for courses in the calculus sequence. Interested students should be referred to the department chair.
Credit/No Credit: General policies are listed in the undergraduate catalog. Department policy on Credit/No Credit requires that a student have a C or above to be awarded credit. Registration for this option is handled by the Registrar’s Office at the time of enrollment in the course.

Grade of Incomplete: When giving an incomplete, the faculty member must complete a university form, in quadruplicate, indicating precisely what the student must do to remove the incomplete, and what grade the student will receive if the required work is completed. Copies go to the department, the instructor, the Dean of the college, and the student. The department policy is to give an incomplete only when a majority of the coursework has been completed with a grade of C or better.

To receive an “incomplete,” students must contact their professor prior to the end of the semester, request a grade of incomplete, and make arrangements to complete the work. The rules which govern the issuance of the incomplete are as follows:

1. The grade “I” is used by an instructor at the end of a semester or summer session to designate incomplete work in a course. It is given when a student, due to circumstances such as illness, military service, hardship or death in the immediate family, is unable to complete the requirements of the course in the term in which the student is registered for credit. Incompletes will only be given if the student has already substantially completed the major requirements of the course.

2. Each instructor will judge each situation. The instructor will also indicate by a departmental record, with a copy to the student, how the incomplete is to be removed, and if the instructor is at the University at the time of removal, supervise the makeup work and report the permanent grade.

3. In the event the instructor is not available at the time of the student’s application for removal of an incomplete, the department chair will supervise the removal of the incomplete and turn in the permanent grade for the student.

4. A student shall have no longer than the end of the next regular semester following receipt of the “I” to remove the incomplete. After that time, the “I” will automatically become a “W”, or such other grade specified by the instructor depending on the amount and quality of the course work previously completed. Exceptions to this rule will be permitted if initiated by the student and approved by the instructor, department chair and Dean. Exceptions to this rule will be made only in response to circumstances over which the student has no control, and these must be detailed.

5. In registering for courses, students receiving one or more “I” grades from the previous semester should take into account the time needed to complete the required work and plan their schedules accordingly.

Honors Credit: Students who wish to contract for honors credit in undergraduate courses must follow steps 1-4:

1. The student must obtain the required contract form.

2. The instructor and student complete the form provided by the Honors Program office on which is detailed the specific requirements for earning honors credit.

3. The original forms are to be submitted to the undergraduate curriculum committee of the department. A copy of the forms will be kept by the committee. The original forms will be returned to the instructor indicating the committee’s approval or disapproval of the proposal.

4. It is the responsibility of the student to forward the approved forms to the proper college.

Independent Study: Students wishing to enroll for an undergraduate independent study must complete a proposal obtained from and submitted to the undergraduate curriculum committee. The proposal must be approved before the student registers for the course.
Faculty Work Load Credit for Independent Study: A faculty member supervising independent study will be rewarded with a one semester 3-hour released time according to the following formula: \( \frac{x}{27} + \frac{y}{18} \) is equal to or exceeds \( 1 \) (\( x \) being an undergraduate credit hour and \( y \) being a graduate credit hour). There is no expiration period for accumulated credit. No guarantee of retroactive credit before summer 2008 is given. This policy is subject to the continuing approval of the A&S College Dean.

Cheating: The department has an officially adopted policy on plagiarism.

2.2.4 Committee Duties

Faculty members are expected to serve on departmental committees. Although there are no requirements to serve on university committees, the faculty are encouraged to participate.

2.2.5 Contract Responsibilities

Faculty members are under contract to meet the responsibilities assigned by university documents during the specified contract period each year in particular, the contract begins one week before classes begin in the fall and continues for nine (9) months.

2.3 Courses and Degrees

2.3.1 Requirements for Degrees

Faculty should consult the undergraduate or graduate catalog and departmental program brochures for the requirements of degrees offered by the department.

2.3.2 Comprehensive Exams for MA and MS Degrees

MS Degree

One of the requirements for obtaining the MS degree is passing a written comprehensive examination. The intent of this examination is to integrate knowledge from three “related” courses. The student selects the three related courses; at least one of which must be open only to graduate students, for approval by the Graduate Program Committee. The committee selects a faculty member to supervise the examination. The exam is given in two parts. The first consists of three-hour in-class test based on the three related courses. The second part is a take-home test over the same three courses, for which one week is allowed. The faculty who write the comprehensive examination for a student shall decide, by majority vote, whether the student has passed or failed. In the case of a tie vote or in the case of a student failing the examination, the student will be required to take a new test over those courses specified by the voting members above. A student may not be retested more than once without obtaining approval of the Graduate Program Committee.

MA Degree

One of the requirements for obtaining the MA degree is passing comprehensive examination including an oral examination over the thesis.

2.3.3 Comprehensive Exam for MAT Degree

The MAT comprehensive examination is composed of two parts. The mathematics part is 4 hours in length and covers the courses MATH 8670, 8236, 8036, 8020, and 8040. The exam consists of two questions from each of the five courses, and the student is required to do eight of the ten questions. The educational part of the exam is 2 hours in duration and covers all the education courses which the student has taken for the degree. The MAT Graduate Program Committee appoints faculty in the Mathematics and Education Departments to make up, supervise, and grade the exam. The individuals making up the mathematics part meet to decide the passing score based on the quality of the exam results. Similarly, the individuals making up the education part decide whether the individual passes or fails that part. A student must pass both
components in order to pass the exam. If a student fails, he/she is not eligible to take it again until the following semester. If a student fails only one of the two components, he/she need only retake that component.

2.3.4 Scheduling of Courses and Faculty

The department chair is given the responsibility by the Bylaws and by the Dean for all aspects of the schedule and assignments.

2.3.5 New Course and Course Changes

All suggestions concerning the undergraduate program should be made to the Undergraduate Curriculum Committee. All suggestions concerning a graduate program should be made to the appropriate Graduate Program Committee.

2.3.6 Summer Sessions

The schedule for the summer sessions is dependent on budget constraints and student demand. The summer sessions schedule shall be determined by the department chair in the same manner as the fall and spring schedules. Past assignments should be considered in an attempt to be fair when assigning fewer than the requested number of hours to any faculty member.

2.3.7 Student Advising (added Fall 2004)

When mathematics major earns 30 or more semester hours, he/she is assigned to the department for advising. The student must visit with the Academic Coordinator for an advising flag to be removed. During such visit, the coordinator will begin a paper file on the student and will assign a faulty advisor, with the input of the student.

During the same semester of each subsequent year, until the student graduates or is no longer mathematics major, the Academic Coordinator will again flag the student’s enrollment for advising purposes. The student must contact either the coordinator or his/her adviser for advising and informational purposes and will then have the flag removed.

In assigning advisors, the Academic Coordinator will keep track of the advisees of each faculty member and will attempt to balance the number assigned to each. However, this balance will not have precedence over the wishes and interests of the student who will always have input into the selection of his/her advisor. Moreover, the coordinator, in consultation with the student, may assign a different adviser as circumstances change.

2.3.8 Grade Requirements for Honors Calculus (added Fall 2010)

One of the requirements to receive honors credit for Calculus I, Calculus II, or Calculus III is to receive a grade of A- or better for the course.

2.4 Miscellaneous Policies/Procedures

2.4.1 Equipment Requests

Each year, equipment requests are solicited for Round Two purchases from the regularly budgeted equipment funds available to the College. In addition, when other funds become available, equipment requests are solicited, often on short notice. In both cases the chair of the budget/equipment committee requests form faculty suggestions and justification for departmental equipment requests. The chair, in consultation with the committee, then prioritizes these and submits the requests to the Dean for the annual budget. The College Advisory Committee then considers all requests and recommends priorities to the
Dean. The requests for funds available on short notice are handled in an ad hoc manner by the Dean. See Section 1.2 on Budget Committee.

2.4.2 Textbook Selection

Multi-sectioned Courses:

Textbooks for multi-sectioned, 1000-level courses, with the exception of the calculus courses, MATH 1310, and MATH 1320, shall be selected by the Undergraduate Curriculum Committee. Before the final selection is made, the Committee shall solicit and encourage input from the entire faculty. Final textbook selection for calculus will be made by the entire department from a recommendation of at least 3 textbooks from the Committee.

The Algebra Steering Committee has the responsibility for selecting the textbooks for MATH 1310 and MATH 1320.

Special MAT courses:

Any changes in the usual text must be approved by the MAT Graduate Program Committee.

All Other Courses:

Textbooks are chosen by the instructor.

2.4.3 Special Workload Assignments

Prior to the beginning of each semester, the department chair or his/her designee asks that formal requests for special workload assignments be submitted by department members interested in doing research or being involved in professional activities that would benefit the department and the university. Formal request consists of a general description of the activity. The chair will then grant a special workload assignment taking into account the merits of the proposed activity and the success of past special workload assignment.

2.4.4 Travel Funds

Travel funds are available from the following sources:

1) Travel Budget for the college of Arts and Sciences: Faculty presenting a paper or taking part in a program at a professional meeting may request funds for transportation through the department chair.

2) Special Funds: Travel funds are available through the Committee for the Advancement of Teaching, the Office of Sponsored Programs and Research, and the University Committee on Research.

3) Department Funding: There exists a limited amount of departmental money available for travel. Faculty should submit a documented request to the department chair.

Preference will be given to:

1) Requests for travel to support tenure and promotion

2) Requests from faculty who have not yet received support from the college or the department

3) Requests to supplement travel whose costs are not fully covered by funds from sources 1) and 2)
During the annual budget report the chair will give an account of the travel supported.

2.4.5 **Miscellaneous Office Procedures**

Some office supplies are kept on hand and may be used by any faculty member of the department. Requests for other supplies should be made to the department secretary.

Faculty may place a reasonable number of professionally related long distance telephone calls from their offices. The department chair will monitor the expenditures on such calls.

Course syllabi are available in the department office. Desk copies of textbooks and supplements are available in the Math Lab, DSC 209.

2.4.6 **Graduate Faculty Members and Graduate Faculty Fellows**

Only members of the graduate faculty of faculty with special permission may teach graduate level courses. The Graduate Program Committee nominates faculty to the Dean of the Graduate College for membership in the graduate faculty. The criteria for membership are determined by the Executive Graduate Council.

Graduate Faculty Fellows are the only faculty eligible to supervise the work and research of doctoral students. The honor of being elected a Fellow is bestowed upon faculty recognized for outstanding achievement in research. In departments having five or more Fellows, two-thirds of those Fellows must approve a nomination. The nomination is then sent to the campus Dean for Graduate Studies, who consults with Committee C of the UNO Graduate Council. Should there be fewer than five Fellows in a department, then the procedures of the Governance Document of Graduate College must be followed.

2.4.7 **Math 1310 or Math 1320 finals**

Instructors in all sections of Math 1310 and Math 1320 during the academic year are required to give a common final. It is strongly recommended that the uniform final be given in the summer sections of MATH 1310 and MATH 1320.

2.4.8 **Amending This Document**

The Policies and Procedures Handbook can be amended by majority vote (abstentions do not count) at any regularly called department meeting during the Fall and Spring semesters. In addition any one or more faculty members may call for the following procedure to be used in amending this document:

The chair (shortly after the meeting) will send out written ballots to the faculty soliciting their vote on the amendment(s). The faculty shall have 5 working days to vote. A simple majority of those voting either yes or no (abstentions do not count) will suffice to pass the amendment.

2.5 **Amendments**

2.5.1 **Student Advising (adopted 10/13/2004)**

Once a student has obtained 30 credit hours and declared math as a major, they must see the Academic Coordinator. A flag will be placed on the student’s registration until they have met with the Academic Coordinator. Once per year after that, the student will again be flagged and flag will be removed, after the student has met with either the Academic Coordinator or their faculty advisor.

2.5.2 **Merit Credential Form (adopted 10/24/2005)**

The same documents will be utilized for the Annual Review form and the Merit Credential form.
2.5.3  1000 Level Multi-section Course Coordinators (adopted 8/27/07)

The course coordinator is the contact person for any questions involving the course syllabus or text. For example, publishers book representatives will be directed to the course coordinator. Course coordinators are appointed at the beginning of each academic year by the Curriculum Committee.

The course coordinators for 2007-2008:
Math 1310, Intermediate Algebra, Mary Dennison (mdennison@mail.unomaha.edu)
Math 1320, College Algebra, Mary Dennison (mdennison@mail.unomaha.edu)
Math 1330, Trigonometry, Jenny Farrar (jfarrar@mail.unomaha.edu)
Math 1340, Algebra and Trigonometry, Jenny Farrar (jfarrar@mail.unomaha.edu)
Math 1530, Intro Applied Prob and Stats, Larry Stephens (lstephens@mail.unomaha.edu)
Math 1930, Calculus for Mgr, Life, Soc Sci, Kathy Vranicar (kvranicar@mail.unomaha.edu)
Math 1950, Calculus I, Griff Elder, 2007-2008 Curric Comm Chair (elder@mail.unomaha.edu)
Math 1960, Calculus II, Griff Elder, 2007-2008 Curr Comm Chair (elder@mail.unomaha.edu)
Math 1970, Calculus III, Griff Elder, 2007-2008 Curr Comm Chair (elder@mail.unomaha.edu)

2.5.4  Faculty Work Load Credit for Independent Study (adopted 8/25/08)

A faculty member supervising independent study will be rewarded with a one semester 3-hour released time according to the following formula: \(x/27 + y/18\) is equal to or exceeds 1 (\(x\) being an undergraduate credit hour and \(y\) being a graduate credit hour). There is no expiration period for accumulated credit. No guarantee of retroactive credit before summer 2008 is given. This policy is subject to the continuing approval of the A&S College Dean.

2.5.5  Reappointment for Full-Time Specific Term Faculty, Non-Tenure Track (adopted 11/03/08)

Each year, instructors shall submit a reappointment portfolio to the Advisory Committee of the department. This portfolio should contain materials from the annual review, as well as any other evidence of effective teaching and contributions to the department. As part of the review process, input from the Chair will be solicited, including class performance, individual students’ comments, and any other information available to him/her. Based on the evidence, the Advisory Committee will make recommendations regarding reappointment for the following year.

2.5.6  Travel Funds (adopted 1/12/09)

Preference will be given to:

1) Requests for travel to support tenure and promotion
2) Requests from faculty who have not yet received support from the college or the department
3) Requests to supplement travel whose costs are not fully covered by funds from sources 1) and 2)

During the annual budget report the chair will give an account of the travel supported.

2.5.7  Dual Enrollment Committee (adopted 4/6/09)

i) **Membership:** Three or more department members appointed by CoC
ii) **Chairperson (Dual Enrollment Coordinator):** Elected by the Committee.
iii) **Eligibility:** All department members except chair.
iv) **Duties:** Provide oversight for the department’s DE program including approval of high school DE teachers, conduction workshops for DE teachers, arranging special events and coordinating with the campus DE office.

2.5.8 **Grade Requirements for Honors Calculus (adopted 11/29/10)**

One of the requirements to receive honors credit for Calculus I, Calculus II, or Calculus III is to receive a grade of A- or better for the course.

2.5.9 **Honors Program Committee (adopted 4/18/11)**

i) **Membership:** Three of more department members appointed by the COC.

ii) **Chairperson:** Calculus Honors Coordinator who is appointed by the Department Chair.

iii) **Eligibility:** All department members except the Department Chair.

iv) **Duties:** Oversee departmental honors program and make suggestions for improvement and expansion.

**Appendices**

**Policy and Procedures Handbook, Appendix 1**

**COLLEGE OF ARTS AND SCIENCES**

**GUIDELINES ON PROMOTION, TENURE, AND REAPPOINTMENT**


**Preamble**

The faculty of the College of Arts and Sciences herby establishes these standards and procedures to guide the granting of tenure (continuous appointment) and academic rank. Within these standards there should not be just one model of faculty performance that can lead to continuous appointment or advancement in rank. Faculty members differ in abilities, interests, and opportunity for accomplishment. The ultimate criteria are the good of the University and its students, and the advancement and dissemination of knowledge. Within this context the college is sufficiently large and diverse, and demands for teaching, research, and service are sufficiently high, that faculty members with varying performance profiles can make contributions worthy of continuous appointment or advancement in rank.

The notion that the college should recognize more than one profile of performance strengths does not mean that all possible profiles are acceptable for the granting of continuous appointment or promotion to a particular rank. Moreover, acceptable profiles will vary not only with the individual, but with the needs of specific department. Of paramount importance is that faculty member “stay alive in his or her profession.” For man this will mean staying active as a humanities scholar, a research scientist, or as a creative artist, with the goal of publication of peer-reviewed works. For others this will mean maintaining an active interest in pedagogical development and innovation, with the goal of presenting their ideas and innovation is pedagogical journals and in presentations at relevant scholarly meetings and in workshops for the benefit of colleagues. We submit, for example, that faculty wishing promotions to full professor should demonstrate either a distinguished record of achievement in contribution to basic knowledge in a discipline or in contribution to new and more effective ways of communicating that discipline.

I. **The General guidelines on Reappointment, Promotion and Tenure Recommendations of the University of Nebraska at Omaha state:**
The standards, procedures, criteria, and guidelines presented herein represent the minimum considerations with the full understanding that each administrative unit (college, school, department, etc.) within UNO may desire to, and are encouraged to establish more exacting guidelines that more accurately reflect the characteristics of excellence in each subdivision. Such unit guidelines must conform to the Regents’ Bylaws as well as this document and are subject to review by and require approval of the Dean of the respective unit, the Vice Chancellor for Academic Affairs and the Chancellor.

II. Accordingly, the College of Arts and Sciences establishes the following Guidelines on Promotions, Tenure, and Reappointment.

A. TIME CONSIDERATIONS

1. Tenure: “The minimum period of service before an individual can be awarded tenure shall be three years of full-time teaching (or service of professionals such as librarians and research professors) at the college or university level. At least two years of this service normally must be at the University of Nebraska at Omaha.” (University Guidelines)

“The period of service required for the granting of continuous appointment will normally approach the seven-year maximum.” (University Guidelines)

2. Promotion: The University General Guidelines stipulate: “Time considerations for promotion purposes must be established within each department and college, but in no instance should an individual faculty member be considered for promotion by merely attaining a minimum number of years service in a given rank.” The time considerations for promotion within the College of Arts and Sciences shall be uniform and as follows:

a. Since the criterion for appointment as an Assistant Professor is normally a terminal degree and Instructor usually will be considered for promotion upon completion of this degree.

While the terminal degree in Arts and Sciences disciplines is ordinarily the Ph.D., there may be circumstances in which some combination of other graduate degrees and/or experience or distinction in a discipline may be considered as the equivalent of Ph.D. Such instances will be decided on a case-by-case basis and will require recommendation by the department and concurrence by the Dean and the Vice Chancellor for Academic Affairs. When an alternate to the Ph.D. is approved, performance requirements for the faculty member will be the same as for persons holding the Ph.D.

b. An Assistant Professor normally may not be recommended for promotion before the completion of his/her third full year of service in rank and until he/she has held the terminal degree or its equivalent for at least two full academic years.

c. An Associate Professor normally may not be recommended for promotion before the completion of his/her full academic year of service in rank.

B. QUALITY CRITERIA FOR PROMOTIONS, TENURE, AND REAPPOINTMENT:

The University Guidelines state: “Rather than establish only one set of continuous appointment and promotion criteria for all departments, each department may detail and publish its criteria for recommendations for continuous appointment and/or promotion. These criteria should be approved by the Dean of the College involved and the Vice Chancellor for Academic Affairs.”
Guidelines for departments of the College of Arts and Sciences in establishing their criteria for promotion and tenure are as follows:

**Policy and Procedures Handbook, Appendix 1**

1. All recommendations for Continuous Appointment must be accompanied by evidence that will document profiles a, b, or c.

   **Profile a.**
   
   Distinguished\(^1\) performance in teaching or research/creative activity.
   
   Proficient\(^1\) (or higher) performance in one of the remaining areas—that is, teaching, research/creative activity or service.
   
   If the area of distinguished performance is teaching and the person has had regular research assignments, the faculty member must be judged as at least competent\(^2\).
   
   If the area of distinguished performance is teaching and the person has had regular research assignments, the faculty member must be judged as at least competent\(^2\) in research.

   **Profile b.**
   
   A faculty member may be recommended for continuous appointment on the basis of proficient performance in all three criterion areas—teaching, research/creative activity, and service.

   **Profile c.**
   
   A faculty member may be recommended for continuous appointment on the basis of research. The candidate will be expected to produce a publishing record well beyond the normal distinguished profile, i.e., beyond that required for Graduate Fellow status, and will be expected to achieve a track record of success in securing grants. In addition, the candidate must be at least competent in university and professional service activities and at least competent in teaching if he/she has an occasional teaching assignment.

2. In order to document distinguished or proficient performance in teaching, the following types or activities may be used (these are meant to be suggestive, not definitive). There must be some evidence of distinguished or proficient pedagogical activity beyond good classroom evaluations:

   - Evaluations by faculty colleagues, within and without the department, college, or university
   - Evaluations by administrators
   - Other written evidence, such as letters of support from students

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\(^1\) In order to improve the intelligibility of evaluation categories, a new set of adjectives is adopted. These are not intended as changes in performance standards, but as clearer statement of expectations. Distinguished replaces “outstanding,” proficient replaces “above average,” and competent replaces “average.” “Distinguished” is defined as “marked by eminence, distinction, or excellence.” “Proficient” means “well advanced in an art, occupation, or branch of knowledge… implies a through competence derived from training and practice.” “Competent” is defined as “adequate or satisfactory.” (Webster’s Ninth New Collegiate Dictionary) The point here is to try to get away from the individual comparisons implied in “outstanding” and “above average,” particularly in the latter case. That is, we very rarely rate anyone below average, but statistically half the faculty should be so rated; on the other hand, everyone (or no one) can conceivably be rated as proficient. And the same rationale might be applied to “distinguished”—that is, the performance of everyone (or no one) might be distinguished where as “outstanding” is more likely to raise the question, “outstanding as compared to whom, to what other portion of the faculty?”
Awards and other recognition for outstanding performance as a teacher
(Excellence in Teaching Award or finalist in the competition, merit increases for teaching, etc.)
Evidence of particular concern and success with teaching techniques,
approaches to teaching and improvement of teaching
Books, articles, papers, workshops, and panel participation dealing with teaching
Service as chair or member of thesis or Ph.D. committees
Work with student on independent research projects, other independent study, or internships
Sponsorship of student professional clubs
Sponsorship of student presentation of papers at professional meeting including those
oriented to undergraduate and graduate student; prizes won by students
Organizations of professional conference oriented to students
Development of new courses
Diversity of course preparations
Participation in professional organizations devoted to teaching
Participation in curriculum revision or development of major or minor program
Center for Faculty Development grants and related work
Teaching workshops on or off campus
Academic and professional success of former students
Evaluations by students on the college evolution form
Evaluations by students on department evaluation form
Evaluations by students on personal evaluation form provided that all forms distributed
and returned are included
Evaluations by majors in the department
Evaluations by alumni/alumnae

(Departments should require that evolutions by students on a personal evaluation form, or by majors or by alumni/alumnae, are accompanies by a description of how the evaluator were solicited and what the process of taking the evaluation was.)

3. The terms “scholarship” and “scholarly work” will be used to indicate all work by which a faculty member contributes to the fund of new knowledge, either by discovery or syntheses. The terms will not refer to the activity of faculty members in continuing their won professional or educational development or keeping abreast of their own and related fields. These quite appropriate activities are required of any good teacher and are specifically to be evaluated in connection with the judgment on teaching competence.

Publication is the most important criterion, ultimately, for evaluating research. For a distinguished rating in research, the faculty member should give evidence through publication of a research program, which will continue to develop and be recognized by colleagues. Quality as well as quantity of publication should be considered. Research and its publication should clearly go beyond dissertation work, but continuation of research in the same area should not be treated prejudicially; in fact, such continuity is often desirable.

Group research is entirely appropriate; it is, in fact, the norm is some fields. There should be evidence, however, that the faculty member is a full partner in the enterprise.

Research concentrated in one area and research in a variety of areas are equally acceptable, provided they demonstrate ongoing research activity which is recognized as having scholarly or creative merit.

Candidates who have had few research assignments may be found proficient with less research production than that expected of candidates who have had reasonably frequent research assignments.

Creative activity shall include poetry; fiction and nonfiction, including books, short stories, newspapers and magazine articles and columns; contributions to radio and television programming, and other artistic endeavors that are justified as appropriate by the individual’s department. Standards for evaluation for creative activity are more difficult to define than for research, but shall involve review by persons or agencies outside the University. As in the case of research, differences exist between recognition at a purely local level and recognition at regional, national, or international levels, ant this is to be considered in the evaluation. On all instances, it is the responsibility
of the department to make a clear and convincing case for the evaluation of creative work.

**Policy and Procedures Handbook, Appendix 1**

In order to document distinguished or proficient performance in research and creative activity, the following types of evidence may be used (these are meant to be suggestive, not definitive):

**Publications**
- Extramural research grants and awards (approved by the agency, whether funded or not)
- Additional forms of peer recognition for research activity (letters from generally recognized scholars in the field, for example, or election to honorary and/or administrative positions in national scholarly societies)
- Professional conference participation (paper delivered, discussant roles)
- Other evidence of recognition for research efforts (invited book reviews in major journals, invited addresses to major conferences or meetings, University Committee on research or CPAR grants, etc.)
- Editor, associate editor, advisory, or consulting editor on a professional journal
- Publications or research committee of a professional society
- Graduate Faculty and Graduate Faculty Fellow status
- Session organizer at a professional meeting
- Invited speaker or scholar-in-residence at another university or college
- Citation by other scholars
- Reviews of one’s books in professional journals
- Book review essays (essays written about a field based on a set of current books)

4. In order to document distinguished or proficient performance in service, the following types of evidence may be used (these are meant to be suggestive, not definitive):

   “Evidence of effectiveness [to mean active contribution] in fulfilling administrative, committee, and special assignments at the department, college, or university level or levels” (University Guidelines). Peer evaluations, administrator evaluations, and accomplishments, for example; might be cited to provide evidence of effectiveness.

   “Evidence of substantial contributions to educational, scientific, cultural, and civic organizations, and/or private or governmental agencies at community, state, or national levels” (University Guidelines). It shall be understood that such contributions shall normally be clearly related to a faculty member’s professional expertise, and will not include involvement in community activities of a nonprofessional nature unless these activities are clearly supportive of the University’s educational mission. Such contributions might include:
   - Officer or active committee member of a professionally related organization
   - Speeches and panel participation in a faculty member’s professional area of expertise but outside professional conferences in the discipline (for example, speech to Rotary Club about physiology, rather than to the American Physiological Association)
   - Peer evaluation
   - Awards and other evidences of accomplishment

5. Some contributions listed in sections 2, 3, and 4 might conceivable be placed in more than one category. In such cases the faculty member and the department may agree to place the contributions in any one of the categories, but not in more than one category. Reasons for such placement should be stated.

6. The general guidelines of the University state that for promotion one must meet performance criteria “commensurate with the rank” being recommended. Therefore, the following conditions will guide promotions to Professor and Associate Professor.
a. All recommendations for promotion to Associate Professor must be accompanied by the same sort of evidence that applies to recommendations for continuous appointment, and the same criteria also apply.

Policy and Procedures Handbook, Appendix 1

b. All recommendations for promotion to Professor must be accompanied by evidence that will document the following:

1. Distinguished performance in either teaching or research/creative activity, and proficient performance in one of the two remaining areas. There should be evidence of continuing professional growth.

2. If the area of distinguished performance is teaching, there must be evidence of peer evaluations form outside the college, e.g., activities listed on pages 3 and 4. In addition, if regular research assignments have been granted to the faculty member, the faculty member must be rated as at least competent in research.

3. If the area of distinguished performance is research or creative activity, there must be ongoing publication of a quality and frequency that is distinguished

4. According to criteria determined by the department. In addition, the teaching nudged by the department must be less than competent.

7. With regard to reappointment, the University Guidelines state: “The initial evaluation may place greater emphasis upon the individual’s performance relative to teaching, advising, working with students in some other professional capacity and service to the University; but as time parameters approach the maximum period of service before tenure must be granted, the evaluation should be more extensive and incorporate all the criteria outlined in this document and developed by the respective departments and colleges.” Early in his/her career, the individual being considered should clearly show promise of attaining the level three accomplishment necessary for granting continuous appointment. Generally, in the last three years of the tenure probationary period (and certainly the year before the tenure decision is required) there should be clear evidence of achievement appropriate to reaching this goal.

C. PROCEDURES

With respect to reappointment, continuous appointment, and promotion, a candidate must be evaluated in each of the three categories of teaching, research, and service.

The University Guidelines provide for procedures to vary with department, but “while recognizing the necessity for various procedures among the departments, some provision must be made in every department for meaningful faculty participation in continuous appointment and promotion recommendation, and each department must publish it procedures for making these recommendations. These procedures, like the criteria for tenure, must be approved by the cognizant Dean and the Vice Chancellor for Academic Affairs.”

The Regents’ Bylaws, the University Guidelines, and the College Guidelines leave considerable discretion to the departments. However, it is important for both the faculty member and the department to ensure that the faculty member receive assistance in the preparation of his or her file and that the faculty member’s record is evaluated annually. Departments are also urged to implement extensive reviews in each of the two years preceding the tenure decision.

In departments with existing or anticipated graduate programs, the department may determine whether or not the faculty member will be required to attain graduate faculty status (member or fellow). Normally such determination will be made in consultation with the Dean at the time of a faculty member’s original appointment.
D. IMPLEMENTATION

Policy and Procedures Handbook, Appendix 1

These guidelines become effective at the beginning of the academic year following approval by the Faculty of the College of Arts and Sciences, the Dean of the College of Arts and Sciences, and the Vice Chancellor for Academic Affairs.

Policy and Procedures Handbook, Appendix 2

Merit Pay Procedures
Department of Mathematics
Adopted April, 1987
Revised April, 1988
Revised April, 1990
Revised April, 1995

1. The department will make recommendations for merit-salary increases each year, at the time of the annual reports required by the Vice-Chancellor for Academic Affairs. Generally this has been toward the end of the spring semester. The period covered by the merit evaluation will be the same as for the Annual Reports. When the actual amount of merit money available is not known, the recommendations will be made in terms of increments of the total when and if it becomes available.

2. Each faculty member being considered for merit will complete standard forms for reporting activities during the merit period. These forms have sections for reporting achievement in teaching, research, and service. Included among the forms for teaching is a standard form for reporting student evaluations of teaching. Copies of these forms are attached. At present, the vice-Chancellor’s annual report does not require such a specific format. The faculty member may or may not wish to submit the forms as part of the annual report. However, everyone eligible for and wishing to be considered for merit must submit the standard forms.

3. Evaluation of the credentials submitted and recommendations to the chair will be made by a committee of all continuing faculty.
4. In making its recommendations, the merit committee will follow the following procedures.

a. In making its evaluations, the members of the committee should keep in mind the different job descriptions of the tenure-track and non-tenure-track faculty.

b. Each member of the merit pay committee will assign a number from 0 to 5 to each faculty member based upon the three categories of teaching, research, and service of tenure-track faculty and on teaching and service for the non-tenure-track faculty. No member of the committee will evaluate themselves. The numbers will be averaged together (after dropping the high and low values) to give a final result in the range 0 to 5. The range of values represents the following:

5 Distinguished in all three categories
4 Distinguished in two categories and satisfactory in the third
3 Distinguished in one category and satisfactory in the other two
2 Satisfactory performances in all three categories
1 Below satisfactory performance in only one of the three areas
0 Below satisfactory performance in tow or more areas

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Policy and Procedures Handbook, Appendix 3

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GRADUATE ASSISTANT AGREEMENT

Mathematics | Arts and Sciences
---|---
Department or Program | College

Students Name: ____________________________   SS#______________________________

Please check one of the following:

- Research Assistant
- Teaching Assistant

Indicate %

This Graduate Assistantship shall commence on ____________________and terminate on ________________. The total stipend for the Assistantship shall be ________________to be paid in the following manner: ________________. The Assistant shall also receive all tuition remission authorized by the Board of Regents.
The workload for this Assistantship shall average 20 hours per week for the duration of this appointment. The assigned duties shall be as follows:

Teaching and supervisory duties as determined by the Department Chair.

Other Working Conditions:

Father Conditions can be found in “Policy Governing Graduate Assistants,” a copy of which has been received by the assistant.

_________________________________________ __________________________________________
Graduate Assistant Date

________________________________________ ___________________________________________
Chairperson, Graduate Program Committee Date

________________________________________ ________________________________________________
Other Supervisor(s) as appropriate Date

Policy and Procedures Handbook, Appendix 4

UNO MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT

Policy on Plagiarism
Adopted on August 20, 1980

UNO MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT

Policy on Plagiarism
Adopted on August 20, 1980

Since the Department of Mathematics and Computer Science is part of the University of Nebraska at Omaha, the general academic policies on cheating and plagiarism apply within the department. However, they do not deal explicitly with course work involving computer; thus the policies must be extended to cover those cases. The decision as to whether a student cheated depends on the intent of an assignment, the ground rules specified by the instructor, and the behavior of the student. Two guidelines help an instructor decide if cheating has occurred: Program plagiarism will be suspected if an assignment that calls for independent development and implementation of a program results in two or more solutions so similar that one can be converted to another by a mechanical transformation. Cheating will be suspected if a student who was to complete an assignment independently cannot explain both the intricacies of his or her solution and the techniques used to generate that solution. It is unreasonable to expect a complete definition of cheating; each case is important enough to be given careful, individual scrutiny. It is, however, helpful to
have guidelines and procedures. Here are some examples of cases, which are clearly cheating and clearly not cheating.

CHEATING: Turning in someone else’s work as your own (with or without his or her knowledge). Turning in a completely duplicated assignment is a flagrant offense. Allowing someone else to turn in your work as his or her own. Several people writing one program and turning in multiple copies, all represented (implicitly or explicitly) as examination or a solution from the instructor. This is an extremely flagrant offense.