

Department of Applied Mathematics

Bylaws

These bylaws address departmental organization and governance. They supplement the UW Faculty Code. In case of conflict, the Faculty Code takes precedence.

Executive Committee

The Executive Committee prepares information, provides advice to the Department Chair, and makes recommendations on departmental policy. The Executive Committee typically consists of three or four appointed faculty members. The committee is appointed by the Chair.

Faculty Meetings

Faculty meetings are held once per month, on the second Tuesday of each month of the academic year, unless otherwise scheduled by the Chair. Faculty meetings are called by and presided over by the Chair, who sets the agenda. Faculty meetings are open to the public. Executive faculty meetings are also called by and presided over by the Chair, who sets the agenda. Executive meetings of the faculty, often following faculty meetings, are not open to the public. Non-faculty may be invited to participate in executive meetings at the invitation of the Chair. All participants in (executive) faculty meetings shall behave in a manner courteous to all other participants and without prejudice.

Voting Procedures

Anything requiring a vote is up for discussion, if requested by any faculty member with voting rights. By default, all votes are done electronically, unless decided otherwise by the Chair.

ICR Return Policy

With the Chair's approval, 10% of ICR received by the department is returned to the PI. In the case of multiple PIs, this 10% is distributed evenly among departmental PIs unless these agree differently among themselves. This policy also applies to awards to PIs that have budgets other than ICR to offset the cost to administer the award.

Standard Teaching Load

The standard teaching for a full-time tenure-stream faculty member in the Department is 3+1 quarter courses per year, meaning three regular quarter courses, plus one which could be individualized teaching such as AMATH 600/800 for Ph.D. students, AMATH 700 for M.Sc. students, and Amath 500 for journal clubs and independent studies. The standard teaching for a

full-time teaching-stream faculty member in the Department is 6 quarter courses per year. The Chair's teaching load is reduced by two quarter courses. The CFRM director and the GPC's teaching load is reduced by one quarter course. Other course reductions are at the discretion of the Chair.

Teaching Buy-out Policy

A faculty member wishing to buy out from teaching a quarter course will need to pay the Department 2 months' salary. Approval from the Chair is needed before the teaching assignment is done for the academic year in which the buy-out is to occur. The Chair may increase the cost or disapprove the request if too many faculty members are on leave or on reduced teaching.

Retention Policy

The Department Chair, in consultation with faculty senior or equal in rank to those concerned, makes recommendations to the college on faculty retention (reactive or pre-emptive) cases. These decisions will be based on evaluations of teaching, research quality and productivity, and service contributions to the department.

Personal Leave Policy

Tenure-track and tenured faculty members may take personal leave for a variety of reasons. The university has policies in place for different leaves (e.g., parental leave, sick leave). The department follows the university policy and in addition provides 1/3 of a year's teaching release, to be used within the same 12-month period of when the official university leave is taken. The use of this policy does not result in additional or delayed teaching duties. Leave reasons covered include parental leave (childbearing and childrearing), sick leave, being the primary caregiver of a dependent. Leave reasons not mentioned above should be discussed with the Department Chair. For faculty members who are appointed jointly with other departments, the above policy requires an agreement with all other units involved.

Appointment and reappointment of Affiliate and Adjunct Professors (all ranks)

For appointment of Affiliate and Adjunct Professors, a statement of purpose by the candidate is needed, along with other documentation required by UW Academic HR. Affiliate and Adjunct Professor appointments and reappointments require an AMATH faculty sponsor. After the candidate documentation and faculty sponsor are in place, a faculty vote is needed for all appointments and reappointments of Affiliate and Adjunct Professors. Promotion of Affiliate Professors is brought to the faculty by the candidate's sponsor.

Promotion Guidelines

The department follows the college guidelines (a) for promotion from Assistant Professor (tenure-track) to Associate Professor with tenure, and for promotion from Associate Professor with tenure to Full Professor, (b) promotion from Research Assistant Professor to Research

Associate Professor, and for promotion from Research Associate Professor to Research Professor, and (c) promotion from Assistant Teaching Professor to Associate Teaching Professor, and for promotion from Associate Teaching Professor to Teaching Professor. A Promotion Committee of at least two members of the regular faculty of higher rank (than the candidate's current rank) is appointed by the Chair, with suitable modifications for joint appointments with other departments. Research productivity, teaching effectiveness, service, mentorship, external funding, and awards, as applicable, may all be considered by the Promotion Committee and the faculty of higher rank as a whole. Other materials may be considered as brought forward by the candidate. External evaluation letters are given significant importance.

Assigning TAs/Graders

The assignment of TAs and graders is done by the GPC and GPA in consultation with the Chair, depending on budget and availability of suitable TAs. Any course with an online section typically receives a TA.

Graduate Student Representative

The Graduate Student Representative (GSR) is a graduate student that serves as liaison between the department's graduate students and faculty. The GSR is expected to participate in department meetings and inform graduate students of the deliberations. The GSR is elected by the graduate students once a year. The GSR may receive a 12.5% salary increase for the duration of their term upon approval of the chair. The rules governing the GSR duties and responsibilities are laid in the [GSR handbook, see https://depts.washington.edu/amath/private/amathgsr.html](https://depts.washington.edu/amath/private/amathgsr.html)

Amending the Departmental Bylaws

Amending the bylaws of the department requires approval of at least 2/3 of the voting faculty (including the Chair).

Approved through electronic vote on 1/27/2025