Faculty Meetings
Faculty meetings are held once/month, on the second Tuesday of each month of the academic year, unless otherwise scheduled by the chair. Faculty meetings are presided over by the chair, and are open to the public. 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 chair 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 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 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 preemptive) cases. These decisions will be based on evaluations of teaching, research quality and productivity, and service contributions to the department.

Appointment and reappointment of Affiliate and Adjunct Faculty

For appointment of Affiliate and Adjunct faculty, a statement of purpose by the candidate is needed, along with other documentation required by UW Academic HR. Affiliate and Adjunct faculty 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 Faculty. Promotion of Affiliate Faculty is brought to the faculty by the candidate’s sponsor.

Promotion Guidelines

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

Amending the Departmental Bylaws

Amending the Bylaws of the department requires approval of at least ⅔ of the voting faculty (including the chair).