**I.  Petitioning Institution**

A.  Name and date of founding of the institution.

B.  Type of institution, e.g., private, public, liberal arts, comprehensive university, etc.

C.  Total enrollment:

* 1. Lower division, undergraduate;
  2. Upper division, undergraduate;
  3. Graduate school; and
  4. Professional schools not included above.

D.   National honorary societies installed in other disciplines.

E.  Accreditations.

F.  The name, email, postal address, county, and phone and fax numbers for the person who will be the contact on behalf of the petitioners at the institution. The name(s), phone and fax numbers and e-mail address(es) of the proposed Chapter Advisor and Permanent Faculty Correspondent.

G.  Other pertinent information about the institution as a whole.

H.  The name and email address of your department chair, and the name and email address of at least one higher academic official (dean, provost, president, …), all of whom you will contact to submit a letter indicating institutional support for establishing a Pi Mu Epsilon Chapter at your institution if your petition is approved.

**II.  Petitioning Mathematics Organization**

A.  List of members initiating the petition. Make it clear which members are students and which are faculty.

B.  List of proposed charter members, if different from the above list. Not more than 1/3 of the Charter Members can be members of the faculty at the institution. [See PME Constitution, Article VII, Section 4.]

C.  Name and date of founding of local mathematics club or similar organization.

D.  Programs sponsored by the local mathematics club or similar organization during the past year. This should list activities such as local meetings, trips, attendance at conferences, etc. Speakers at meetings of the local organization should be identified by name and status (e.g., undergraduate, graduate, local faculty member, visiting lecturer) and their topic given. Give dates of all events and other specific information, such as names of speakers.

**III.  Mathematics Department**

A.  List of full-time faculty with rank of Instructor or above. This list should be arranged in order of rank, with highest rank first and alphabetical within each rank. The following information should be given for those faculty members who have a history of involvement in undergraduate research, the petitioner, the proposed Chapter Advisor, and the proposed Permanent Faculty Correspondent. For the remaining department members, you need only complete items III. A. 1. and 8.

* 1. Highest degree earned, name of conferring institution, date, dissertation title, name of major professor.
  2. Books, manuals, and chapters published (if any) during the past five years. Give title, date, and general nature (unless the latter is obvious from the title).
  3. Articles and essays published (excluding book reviews), editing, and refereeing during the past five years. Give title, name of journal and date, or volume. If a work has been accepted for publication, but not yet published, it should be included. This is not to be interpreted as prohibiting citation of publications more than five years old if they are believed to be pertinent.
  4. Memberships in professional societies and mathematics honorary societies; service as editor or referee for journals; service as officer or member of committees of mathematical organizations.
  5. Outstanding teacher or distinguished educator awards, and other special recognitions during the past five years. Please give title and date of award, and the conferring body.
  6. Supported research during the past five years.
  7. Directed student research.
  8. If full-time faculty members teach mathematics part-time then this should be indicated and the approximate fraction of their time devoted to the Mathematics Department stated.

B. List the requirements for degree(s) (courses, grades, etc.) with a major in mathematics. The units of measurement (e.g., semester hours, trimester hours, quarter hours, courses) should be defined. Requirements for graduate degrees in mathematics should be included.

C.  List of courses actually offered. List the semesters (or other terms) in which each course has been offered during the last two years.

D.  Describe activities such as student participation in regional and local professional meetings, student conferences, and colloquia. Give dates of all activities and other specific information, such as names of speakers and talk titles.

E.  List the number of mathematics majors as of the date of the Petition by class year, including graduate school, if any.

F.  List the number of students who received a bachelor’s degree with a major in the mathematical sciences for each of the past three years.

**IV.  Learning Resources**

A.  Library

* 1. Describe how the institution provides students access to books and journals:

a.  List the resources available to students for researching mathematics journals electronically, i.e. JSTOR.

b.  List the journals for which the library has hard copy subscriptions. List those journals most accessible to undergraduate students first. Give at most ten (10) titles.

c.  List the last ten (10) physical books in the mathematical sciences ordered for the library.

d. Does this institution participate in Interlibrary loan?

2.  Does the Library or department of Mathematics hold institutional membership in MAA, AMS, SIAM, ASA, etc.?

B.  Technology

* 1. Does the department provide students access to a Computer Algebra System? Which systems are available? Are they made available in a computer lab or on students’ machines?
  2. Describe how technology is used by students and faculty for studying mathematics. How is technology used in the classroom?