

BY-LAWS OF THE DEPARTMENT OF PHILOSOPHY

September 1972 revised 1982 and by periodic subsequent amendments

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I. Departmental Organization¹

A. Administrative units of the department

1. Chair of the department and of the executive committee.
2. Assistant Chair.² The office of Assistant Chair, when and if the department has one, shall be filled by a designee of the Chair, approved by the Executive Committee, and appointed by the Dean of the College of Arts and Sciences.
3. Executive Committee:³ composed of the Chair and four other members of the department. This committee shall meet at least twice a month during the school year. The membership on the five-person Executive Committee shall be as follows:
 - a. One junior faculty (subject to sections (c) and (d) below) and four tenured senior faculty;
 - b. At least one senior member must be a full professor; at least one senior member must be an Associate Professor. If there are not at least two eligible full professors who are willing to serve, the position shall be open to all senior faculty.⁴
 - c. One position on the Executive Committee shall be filled through an election of eligible junior faculty members. Junior faculty shall be eligible for a position on the Executive Committee if they have completed at least one year of full-time service as a regular faculty member at the time the election for the junior position is held. However, if fewer than four junior faculty members are eligible for and choose to stand for election, then all eligible members of the faculty shall be eligible to run for the position.
 - d. An election for a position on the Executive Committee shall be restricted to junior faculty if one of the following conditions is met:
 - i) The term for the position currently held by a junior faculty member has expired and there are sufficient junior faculty according to (c) above to restrict the election for the position to junior faculty;
 - ii) There are no junior faculty currently on the Executive Committee; the position to be filled in the election need not be filled by a full professor or an associate professor; and there are sufficient junior faculty according to (c) above to restrict the election to the junior faculty.⁵

4. Two regular standing committees (functioning as subcommittees of the Executive Committee):
 - a. Graduate Committee: composed of seven members to be appointed by the Executive Committee. Five of these shall be faculty members (all of whom teach graduate courses) and two of these shall be graduate students.⁶ The Chair of the Graduate Committee, or at least one member of the committee, shall be a member of the Executive Committee.⁷

This committee shall meet at least once a month during the school year.

- b. Undergraduate Committee: composed of five members, including both junior and senior members, to be appointed by the Executive Committee. The Chair of the Undergraduate Committee, or at least one member of the committee, shall be a member of the Executive Committee.⁸

This committee shall meet at least once a month during the school year.

5. The department as a committee of the whole, which shall meet at least twice a semester.
6. Assistant to the Chair⁹

B. Duties of the administrative units¹⁰

1. Chair and executive committee:

Exercise primary oversight over the department. Recruit, interview, and recommend the employing of faculty; recommend the dismissal of faculty; recommend promotions of faculty; recommend reduced loads for research; formulate the budget, both instructional costs and operating costs; recommend curriculum changes; plan departmental projects (e.g. workshops, lecture series, and the like), departmental reports, materials for bulletins; determine membership of department committees; in light of the university mission, plan for better teaching and more significant research in the department as a whole; direct efforts to advance the department within the university and the profession.

2. Assistant Chair:

Prepare the schedules; direct the work of registration; serve as immediate supervisor for graduate student teachers and all part-time faculty; exercise oversight for the instruction of Philosophy 001; and perform other duties which the Chair may assign, such as routine undergraduate inquiries, procedures, and problems as, for example, a) waivers, b) study abroad permission, c) urgent requests, and d) other student inquiries

3. Director of Graduate Program and Graduate Committee:

Evaluate applications for admission to the graduate program; recommend financial aid awards for graduate students; recruit new graduate students; monitor student progress; determine procedures for advising graduate students and for assigning faculty to serve as members of M.A. and Ph.D. comprehensive examination committees, as thesis and dissertation directors, and as members of thesis committees and dissertation boards; make recommendations to the Executive Committee on all graduate curricular matters; look to the evaluation and improvement of graduate teaching.

4. Undergraduate Committee:

Make recommendations to the Executive Committee on all undergraduate curricular matters; look to the evaluation and improvement of undergraduate teaching; select annual recipients of outstanding senior philosophy major awards.

5. Committee of the Whole:

Give general direction to the work of other administrative units; hear and discuss the reports of the other committees; determine important curriculum changes; elect members to extra-departmental committees.

6. Assistant to the Chair

Office manager; immediate supervisor for department secretary and student workers; works with chair to manage budgets assigned to the department and personnel files, to prepare documents and statistical information for reports (including hiring, tenure and promotion files, salary authorizations, etc.) and departmental publications, and to perform other duties that the chair may assign; works with assistant chair in monitoring enrollments and administering undergraduate advising; works with director of graduate program to administer graduate program and placement files.

II. Departmental by-laws relating to each of the administrative units

A. The Chair

1. Procedure for nominating a department Chair¹¹

- a. A search outside the department may be made if the department thinks it necessary and feasible.

b. Eligibility to vote for chair

All full time¹² members of the department, of all ranks, who are under contract for the following year, will be eligible to vote.

c. In nominating a new Chair for appointment by the President the following procedure should be followed:

1) Eligibility for the office of Chair

Only senior members of the department are eligible for nomination as Chair.

2) (a) By a date set by the Executive Committee any senior member who does not wish to be a candidate for nomination should indicate this fact in writing to the Executive Committee.

(b) All senior members who do not indicate their unwillingness to serve as chairman at this time will be considered candidates for the nomination.

3) (a) At a subsequent date, set by the Executive Committee, all members of the department eligible to vote for these candidates will meet to cast their votes.

(b) A simple majority of those voting will be required for a candidate to be nominated for Chair.

(c) If no candidate receives a majority of the first ballot, a brief recess will be taken, and then a second ballot will be taken.

(d) If no candidate receives a majority on the second ballot, a third ballot will follow a brief recess.

(e) If no candidate receives a majority on the third ballot, all candidates except those two who have the highest number of votes will be eliminated.

(f) Voting will then take place on these two candidates.

d. Use of proxies

1) Any eligible voter who is unable to be present because of serious reasons (e.g. sickness in a hospital, absence from the city on University business), can request that the Executive Committee grant permission to be represented by a proxy. The reason for being absent must be approved by the Executive Committee before

someone can be entitled to vote in another's stead. An eligible voters' request for a proxy and his/her designation of the proxy, if the absence is approved, must be in writing.¹³

2) This proxy can only be used for the first ballot unless the absent member is consulted to find out what his/her desires are for the subsequent ballots.

2. Frequency with which a nomination for a department Chair is to be held

Every three years the department should present its nominee for Chair to the Dean of the College of Arts and Sciences, in accordance with University custom.

3. Procedure to be followed for the "recall" of a Chair¹⁴

- a. If at least three of the members of the Executive Committee have a serious lack of confidence in the Chair, they may call a special meeting of the department.
- b. If at this special meeting two-thirds of the members of the department vote a lack of confidence in the Chair, the members of the Executive Committee who initiated the action should go to the Dean to request that the Dean rescind the appointment of the Chair and call for the nomination of a new Chair according to established departmental procedures.

4. Procedure to be followed in case of illness or temporary incapacity of a Chair¹⁵

If, in the judgment of the Executive Committee, the Chair of the department becomes temporarily incapacitated, the Executive Committee shall, within five days after reaching that judgment, choose a member of the department qualified to be chair to serve as Acting Chair.

The situation of the department having an acting chair should not extend, without departmental approval or suitable departmental action, beyond two months. In no case should the department accept the situation of an acting chairman for more than twelve months.

B. Executive Committee

1. Procedure for electing members of the Executive Committee

- a. Eligibility to vote for members of the Executive Committee¹⁶

All full time members of the faculty (including those on leave and those under contract for the following year as regular members of the faculty) are eligible to vote for all members of the Executive Committee. No visiting professor or part time member of the department is so qualified.

b. Eligibility for membership on the Executive Committee

All full time members of the department who are under contract for the following year as regular members of the faculty are eligible to fill appropriate positions on the Executive Committee. As stated in I. A. 3: “The membership on the five-person Executive Committee shall be as follows: a) one junior faculty and four tenured senior faculty; b) at least one senior member must be a full professor; at least one senior member must be an Associate Professor.”

If a junior member of the department be promoted in rank to be a senior member, the person is not thereby to be dismissed from the Executive Committee.¹⁷

c. Statement of procedure to be followed

1) Elections shall be held in late Spring of the school year preceding the school year in which the committee members are to take office.¹⁸

2) Members of the Executive Committee will be elected by a written ballot.¹⁹

3) Procedure to be followed where there is one position to be filled
(a) Where there is a position of a senior member to be filled, that eligible Senior member who receives a majority of votes cast will be elected.

(b) Where there is a position of a junior member to be filled, that eligible junior member who receives a majority of votes cast will be elected.

(c) Where the position may be filled by either a junior or a senior member, that eligible member who receives a majority of votes cast will be elected.

(d) If no person receives a majority of votes on the first ballot, subsequent ballots will be conducted according to the procedures in B.1.5 below.²⁰

4) Procedure to be followed where there are two positions to be filled: Where there are two positions of senior members to be filled, members of the department will first select one candidate according to the procedures set forth in B.1.3 above. After the first position is filled,

the second position will be filled according to the procedures set forth in B.1.3 above. If one senior position must be filled by a full professor (or associate professor) and no full professor (or associate professor) is elected for the first position, then only full professors (or associate professors) will be eligible for the second position.²¹

If after the first balloting, no person receives a majority of the votes cast, there will be a second ballot listing all candidates who receive the highest count of votes and, if there is only one such candidate, all candidates receiving the second highest count of votes. The person who receives a majority of votes cast in the second balloting will then be elected. If no person receives a majority of votes on the second ballot, then subsequent ballots will be cast according to the procedures of this section (B.1.5) until a candidate is elected.²²

2. Term of office

- a. Executive Committee members shall be elected for a two-year term, with two members being elected each year.²³ The term of office of members of the Executive Committee shall begin on June 1, following the Spring election at which they were chosen.²⁴
- b. An Executive Committee member may be elected to a second successive term (but not to a third successive term).²⁵ However, a member would be eligible for reelection to a third term after an interval of two years since the previous service.²⁶

3. Procedure to be followed for the “recall” of a member of the Executive Committee²⁷

- a. If three of the five members of the Executive Committee have a serious lack of confidence in a member of the Executive Committee, they may call a special meeting of the department.
- b. If at this special meeting two-thirds of the members of the department vote a lack of confidence in that member of the Executive Committee, then an election should be held according to established departmental procedure and the newly elected member would fill out the balance of the term.

4. Procedure to be followed in the filling of unexpected vacancies in the Executive Committee

If an Executive Committee member would have to miss three or more successive meetings, a replacement should be provided.

If the vacancy is expected to be permanent, such a vacancy should be filled by a special election.²⁸ If the vacancy is only temporary, i.e., if the regular Executive Committee member is expected to return before his term of office has expired, the replacement would be a “temporary acting member” of the Executive Committee. This temporary substitute would be the junior or senior member (whichever is appropriate in the situation) who was designated at the last election of Executive Committee election as the “first runner-up” or “first alternate.”²⁹

C. Standing Committees: Undergraduate Committee and Graduate Committee

1. Appointments to standing committees

Members of the standing committees will be appointed by the Executive Committee.³⁰

In making these appointments the Executive Committee shall be guided by the following directives:

- a. As stated in I. A. 4. a., the Graduate Committee is to be composed of seven members, five of these shall be faculty members (all of whom teach graduate courses) and two of these shall be graduate students.
- b. As stated in I. A. 4. b., the Undergraduate Committee is to be composed of five members, including both junior and senior members.

The Assistant Chair, or whoever is delegated to assist the Chair in the work of scheduling, shall be an ex officio member of the Undergraduate Committee (i.e., one of its five members).³¹

- c. For both Graduate and Undergraduate Committees, the chair of the committee, or at least one member of the committee, shall be a member of the Executive Committee.³²
- d. All appointments to the Graduate and Undergraduate Committees should be made with the deliberate intent of insuring that all full time members of the department with full faculty appointments who wish to serve on these committees be enabled to do so.³³ Although it is recognized that more than a wish to serve is needed to qualify a person for service on a committee, the Executive Committee should, in making appointments, give first consideration to those who expressed a wish to serve on a committee.³⁴
- e. When appointments to these committees are made, the Executive Committee shall see that at least two members are replaced and that at least two remain on the committee in question.³⁵

2. Term of office³⁶

- a. A member of a standing committee shall serve for a term of two years.
- b. No member of a standing committee (with the exception of the Committee Chair, and with the exception of the Assistant Chair of the department who has *ex officio* membership on the Undergraduate Committee is allowed to hold two successive terms. However, a person who has served for two years on a standing committee would be eligible for re-appointment to that committee after an interval of two years since the previous service on that committee.
- c. The chair of a standing committee shall serve for a period of two years. There shall be a limit on the chair's period of continuous service as chair: no chair of a standing committee may serve for more than two successive terms.

3. The filling of unexpected vacancies

Unexpected vacancies on the Graduate and undergraduate Committees will be filled by the Executive Committee as such vacancies occur.³⁷

D. Committee of the Whole

1. Composition of the Committee of the Whole

The Committee of the whole is composed of all full time members of the department. For voting purposes the Committee of the Whole is constituted by at least two-thirds of the full time members of the department.³⁸

2. Procedure for bringing a proposal before the Committee of the Whole

Although according to the usual procedure, the departmental Chair and the Executive Committee draw up the agenda for departmental meetings, any member of the department may suggest items for the agenda. Any major proposal should be presented in written form to the members of the department two weeks before it is to come up for discussion and vote.³⁹

III. Requirement for revising a rule of procedure

A two-thirds vote which must equal at least a majority in the department, shall be required for revising a rule of procedure.⁴⁰

Notes

1. Unless otherwise noted, this whole section (except for minor corrections and clarifications in the wording) follows the statement on departmental organization that was drawn up and approved by the Department of Philosophy in 1964.
2. The office of Assistant Chair of the Department of Philosophy was approved in a letter from the Dean of the College of Arts and Sciences, dated August 9, 1968.
3. The original statement on the composition of this committee was last revised in an amendment approved on April 23, 1981.
4. This sentence was approved by the Department on January 19, 2007.
5. Composition of this committee was revised in an amendment approved April 6, 2001.
6. Approved by the department May 9, 1980.
7. This Statement concerning the link between the Executive Committee and the Graduate Committee was approved by the department on April 29, 1972.
8. This statement concerning the link between the Executive Committee and the Undergraduate Committee was approved by the Department on April 29, 1972.
9. Approved by the department, April 26, 2002
10. Revisions in duties of department administrative units approved by department, April 26, 2002.
11. This procedure, an amended version of the procedure used initially in 1966, was approved by the department in February, 1967.
12. "Faculty voting privileges and faculty membership on department standing committee as specified in the by-laws pertain to faculty Tenure-track lines." This clarification was approved by the Executive Committee on September 5, 1980.
13. Revision to last sentence of the procedure approved by the department on May 2, 2003.
14. This procedure was approved by the department on April 29, 1972.
15. This procedure was approved by the department on April 29, 1972.
16. These statements were approved by the department on February 24, 1968.
17. This statement was approved by the department on February 24, 1968.

18. Approved by the department on March 10, 1967,
19. This and the statements in 13, 4, and 5 express the procedures which have de facto been accepted in the department.
20. Procedures for electing executive committee changed by amendment approved November 11, 2000.
21. See note 17.
22. See note 17.
23. Approved by the department March 10, 1967.
24. Approved February 24, 1968.
25. Approved April 5, 1968,
26. Approved April 29, 1972.
27. Approved April 29, 1972.
28. Approved March 10, 1967.
29. April 29, 1972.
30. Approved in 1969.
31. Approved in June, 1972.
32. Approved April 29, 1972.
33. Approved May 2, 1970.
34. Approved April 29, 1972,
35. Approved March 10, 1967.
36. Approved May, 1972.
37. Approved March 10, 1967.
38. Approved April 29, 1972.
39. Approved April 29, 1972.

40. The entire by-laws were written according to canons of inclusive writing as approved on November 7, 1997.