

BYLAWS and PROCEDURES of the
DEPARTMENT OF PHILOSOPHY

(Approved in Department meeting, 2 Dec. 2009, and by email Feb. 2010)

I. Committees of the Department

A. Advisory Committee

1. The Advisory Committee will consist of three members of the voting membership (whether with full or half votes) of the department (as per II.A). The Department Chairperson shall serve as an additional non-voting *ex officio* member. The Committee will select its own chairperson and, when feasible, should consist of a Full Professor, an Associate Professor and an Assistant Professor.
2. Members shall be elected by the Department Meeting to a two-year term on the committee. No one shall serve consecutive terms unless there are no others available to serve.
3. The duty of the committee is to provide advice, on any departmental matter, if and only if requested by the Department Chairperson or a majority vote of the Department Meeting. The committee is also charged with communicating with officers of the administration, if and only if requested by a majority vote of the Department Meeting.

B. Undergraduate Studies Committee

1. The Undergraduate Studies Committee will consist of three members of the voting membership (whether with full or half votes) of the department (as per II.A) and an undergraduate philosophy major. The undergraduate member will not vote.
2. Members (including a Chairperson) shall be appointed (after consultation with the department) by the Department Chairperson to a three-year term on the committee.
3. The primary duty of the committee is to engage in oversight and planning for the undergraduate program.
4. The committee shall aid the chair with the following:
 - a. Recruiting: Representing the department at student recruiting and information functions.

- b. Courses: Acting on undergraduate course approvals such as new courses, revisions, cross-listings and the like.
- c. Advising: Supervising advisement procedures for majors and minors.
- d. Student Activities: Providing appropriate support to the Philosophy Club, organizing social events and devising events of philosophical interest to the undergraduates.
- e. Awards and Honors: Supervising prize paper and other competitions, supervising the selection of students for recognitions and awards, and arranging for ceremonies bestowing such awards.
- f. Graduation: Planning the departmental convocation ceremony.

C. Colloquium Committee

- 1. The Colloquium Committee will consist of at least two members of the voting membership (whether with full or half votes) of the department (as per II.A).
- 2. Members shall be elected by the Department Meeting to a two-year term on the committee.
- 3. The sole duty of the committee is to plan and manage the departmental colloquium series.

D. Search Committees

- 1. Except for Department Chairperson searches, such committees (and their chairperson) shall be appointed by the Department Chairperson, with the approval of the Department, for any multi-year continuing, tenure-track, or tenured position with a primary appointment in the department. No department member shall serve on more than two consecutive such committees unless no others are willing to serve or the Department Meeting votes by two-thirds vote to waive this requirement. No person on a temporary appointment shall serve on any search committee.
- 2. The Department Chairperson shall have the power to appoint temporary faculty to annual contracts and to S-contracts. The Department Chairperson shall inform the faculty (at least two weeks prior to any formal offer) of plans to reappoint any person to a subsequent annual contract or S-contract. The Department reserves the right to block reappointments to such positions by plurality vote of the Department Meeting.
- 3. A Ph.D. is required for all hires to the rank of Assistant Professor.

4. The Search Committee shall attempt to involve all interested non-temporary department members in their deliberations and in candidate interviews. All members of the department shall have access to all the dossiers and are invited to attend all Search Committee meetings and interviews.
5. The Search Committee shall present to the Department Meeting a recommended list of candidates for both initial interviews and on-campus visits. The Department Meeting shall take such advice under consideration in selecting candidates for initial interviews and on-campus visits but is not bound by it.
6. The Department Meeting shall vote on the area(s) of specialization, area(s) of competence, job description, which candidates to interview, which candidates to bring to campus, and which candidates shall be offered a position. Voting on which candidates to bring to campus and on which candidates shall be offered a position shall be by Borda Count. No candidate deemed unacceptable by a plurality of the Department Meeting may be hired.

E. Promotion and Tenure Committee

1. See the "Promotion and Tenure Policies of the Department of Philosophy" document.

F. Additional *Ad Hoc* Committees

1. The Department Meeting shall have the power to create *ad hoc* committees.
2. No *ad hoc* committee shall be constituted for more than two years without continuing approval by a plurality vote the Department Meeting (as per II.A).

G. The Norton Committee

The Norton Committee consists of the Department Chairperson and four other members appointed by the Chairperson with the approval of the Department. The Committee organizes the David Norton Lecture.

II. The Department Meeting

A. Voting Membership in the Department

1. All those who hold a 75% or greater (that is, 75% or greater of a full-time work load at the university not 75% of a less than full-time load) tenured or tenure-track position in the Philosophy Department are eligible to vote (and have a full vote) unless they are precluded by other parts of this document from so doing.

2. Those holding secondary appointments in the Philosophy Department are not eligible to vote on any matter.
3. Those holding a full-time non-tenured or non-tenure track full-time primary appointment in the department (i.e. a temporary appointment) shall have a full vote on matters other than personnel matters or long-term policy matters where they will have no vote. Personnel matters include all aspects of hiring, promotion and tenure, renewal, reappointment and review. Long-term policy matters are those policies with implications beyond the length of a temporary appointee's current appointment.
4. All those who hold between a 50% (inclusive) and 75% (exclusive) (again, percentage of a full-time load) tenured or tenure-track primary appointment in the Philosophy Department have a one-half vote. So as to best preserve the secret ballot, vote totals will be rounded up to the nearest whole number prior to reporting, except in cases where such rounding would produce a tie which would not otherwise exist and they shall then be rounded down.
5. Absentee votes are permitted on specific questions except where explicitly prohibited. Proxy votes are permitted only if the voter is on sabbatical or away on professional business.

B. Meetings

1. Department Meetings will be held at least twice per semester. Every reasonable effort will be made to hold meetings at a time when all members of the department are able to attend. Faculty members not on sabbatical are expected to attend.
2. Meetings may be convened by the Department Chairperson, by the Advisory Committee, or by a call of one-fourth of the department.
3. A quorum for the Department Meeting shall consist of one-half of the voting tenured or tenure-track membership (whether possessing full or half votes) of the department (less those members on sabbatical). Only faculty capable of deliberating at the meeting (whether by physical presence or suitable technological facsimile thereof) shall count toward the achievement of a quorum (i.e., absentee or proxy votes do not count toward achieving a quorum).
4. The Meeting shall make decisions by a plurality vote of those eligible voting members present (or by suitable absentee or proxy vote) unless otherwise indicated in this document.
5. Any member can call for a secret ballot on any measure. All hiring, renewal, tenure, and promotion decisions will be by secret ballot.

6. The Meeting shall be chaired by the Department Chairperson or, in the event of his or her absence, someone deemed acceptable by the Meeting.
7. Meetings shall be announced at least 10 (calendar) days in advance.
8. The Meeting shall follow an agenda prepared and circulated at least one calendar week in advance. Any member of the Department may place items on this agenda. Such agenda items may be brought to a vote in the meeting in which they are introduced.
9. No new business introduced from the floor may be voted upon, unless by a vote of two-thirds of those present and voting (whether with whole or half votes), it is agreed to vote immediately.
10. Minutes will be kept by the Department Chairperson, circulated after the meeting to all faculty members, and retained in the department's records.

III. The Department Chairperson

A. Appointment

1. The Dean, following University procedures, shall appoint a search committee to nominate candidates for Chairperson.
2. The search committee shall involve the members of the Department as much as possible.

B. Term of Office

The term of office is five years. A reappointment requires a plurality positive vote of the entire Department.

IV. Renewal and Review

A. Renewals of untenured faculty shall be governed by the following procedures:

1. The Department Chairperson will recommend renewal or non-renewal of untenured tenure-track faculty only after the Department, minus the candidate for renewal, has recommended on the matter.
2. In all cases, a peer evaluation committee will be appointed by the Department Meeting. The committee will present a report and recommendation for renewal or non-renewal to the Department. The committee will consist only of tenured faculty enfranchised (whether with full or half votes) by II.A.

3. In the event of a non-renewal vote by the Department, the candidate may file a written appeal which must be considered by the Department within two weeks.
- B. Peer reviews of tenured faculty shall be governed by the following procedures:
1. The peer review committee will consists of three tenured faculty selected by the Department Chairperson and enfranchised by II.A, at or above the rank of the faculty member subject to review. If there are not three such persons, faculty member(s) from a kindred department at or above the rank of the faculty member subject to review will be chosen by a meeting of all full-time tenured and tenure-track members of the department.
 2. The faculty member under review should assemble a dossier of materials that he or she regards as appropriate and convincing evidence of his or her abilities in the three major areas of evaluation. The faculty member should be notified of the date that the dossier is required by the chairperson. This date should be in sufficient time before the review date, which should also be specified.
 3. The peer review committee should evaluate the evidence of the faculty member's achievements in each of the three major areas. A report summarizing the reasons for or against a favorable judgment should then be forwarded to the dean of the college along with the chairperson's independent evaluation. An attempt will be made to determine if the faculty member assigns inflated grades. A copy of the report of the review committee, of the chairperson, and of any other administrator will be delivered to the faculty member under review.
- d. The Faculty Handbook contains other policies governing such reviews.
- V. Policies and Records
- A. The Department Chairperson shall maintain an organized record of all policies and procedures adopted by the Department and of all meeting minutes which will be available to all for review.
- VI. Ratification and Amendment
- A. If ratified as per VI.B, and approved by other relevant College and University bodies, this document replaces the present Departmental By-Laws and Policies (a nine-page document with no title and the running header "Effective 12.06.00"), the Promotion and Tenure Guidelines, the Advisory Committee document, and the Undergraduate Committee document, in their entirety.

- B. These By-Laws and Procedures of the Department of Philosophy must be ratified by a majority vote of tenured and tenure-track members of the department in a department meeting held at least thirty days after the introduction of these By-Laws and Procedures.
- C. Amendments shall require a majority vote of tenured and tenure-track members of the department at two successive Department Meetings held at least one month apart. Faculty members retain the right to submit a dissenting opinion to other university committees and officers charged with approving such changes.