

BYLAWS OF THE DEPARTMENT OF GEOLOGY
UNIVERSITY OF DELAWARE

ARTICLE I

Name

The name of the department is the Department of Geology

ARTICLE II

Object

The object of the Department is teaching, research and scholarly activity, and service to the University, community, and profession.

ARTICLE III

Members

Section 1. Members of the Department consist of the Chair, faculty, and staff.

Section 2. Voting members consist of all full-time faculty members plus the State Geologist, if he/she is a ½ time faculty member of the Department.

Section 3. The Chair shall vote only in the case of a tie.

ARTICLE IV

Faculty Meetings

Section 1. In accordance with the by-laws of the College of Arts and Science, the Department shall hold approximately one meeting per month for the consideration of matters concerning Department business.

Section 2. A day of the week and time of day for the faculty meetings will be announced at the beginning of each semester. Meeting times will be established that do not conflict with a time that any faculty member is scheduled to teach. Meeting times will be established by the Chair.

Section 3. Meetings may be called for special purposes by the Department Chair, by the Chair of any standing committee, or by a call of a simple majority of the voting members.

Section 4. An agenda will be submitted to the faculty at least two days prior to each

faculty meeting.

Section 5. The Department Administrative Assistant or any other person designated by the Chair shall serve as secretary for Department meetings.

ARTICLE V

Committees

Section 1. The Advisory Committee shall consist of three faculty members. The Chair of the Advisory Committee shall be selected by the Department Chair, and the committee Chair shall make recommendations to the Department Chair regarding selection of other committee members. The Advisory Committee will consider issues brought to it by the Department Chair and will bring appropriate motions to the Department Faculty for discussion and vote. The Advisory Committee can also bring issues or motions to the faculty under its own prerogative. The Advisory Committee vote is non-binding on the Department Chair, but as the Advisory Committee represents a significant portion of the Department Faculty, the Chair is expected to weigh the committee's recommendations seriously. At the discretion of the faculty involved, the Advisory Committee may review disputes between any Department Faculty regarding workload, salary, or other matters, and make recommendations for the resolution of such disputes. If either party is dissatisfied with the outcome of the Advisory Committee procedure, they may pursue the matter according to rules of the University Faculty Senate.

Section 2. Membership of the Promotion and Tenure Committee is defined in the Department "Procedures and Criteria for Promotion". The Chair of the Committee shall be a full professor selected by the Department Chair. It shall be the responsibility of the Promotion and Tenure Committee to make recommendations concerning 1) promotion and tenure, and 2) contract renewal for instructors or assistant professors. It shall also be the responsibility of the Committee to regularly and frequently review: 1) Department procedures and criteria for promotion, and 2) faculty progress toward promotion and tenure. The Committee shall also conduct peer reviews of associate and full professors as directed by the Department Chair or Dean's Office. The Committee shall follow the policies and procedures as stated in the Department's "Procedures and Criteria for Promotion".

Section 3. The Graduate Admissions Committee shall consist of the Department Chair and two faculty members selected by the Department Chair. The Chair of the Committee is also designated by the Department Chair. Recordkeeping and correspondence shall be the duty of the Department Administrative Assistant. It is the duty of the Graduate Admissions Committee to consider all applications for admission into the graduate program and to make recommendations to the faculty, at a faculty meeting, for vote. The Chair of the Graduate Admissions Committee shall notify the Graduate Studies Office of the Department's decisions concerning graduate applications.

Section 4. The Ph.D. Examination Committee shall consist of one faculty member

selected by the Department Chair. It is the responsibility of the Ph.D. Examination Committee to put together and administer Ph.D. qualifying exams.

Section 5. The Safety Committee shall consist of a faculty member selected by the Department Chair who will chair the committee, and appropriate staff.. The minimum number of times the Committee shall meet each year and the duties of the Committee are stated in the "University of Delaware Policy Manual", Section 7-B.

Section 6. The Chair shall appoint standing or ad hoc committees as they are required.

ARTICLE VI

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Department in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Department may adopt. Motions regarding programmatic changes or Department policy, including admission policy, workload and faculty evaluation standards, must be attached to the faculty meeting agenda, which will be distributed at least two days prior to the faculty meeting at which they will be considered for adoption. At least 3/4 of the voting faculty must be present to vote on these motions, and a simple majority is required to pass such motions. In case of a tie, the Department Chair will break the tie. Faculty on sabbatical or other leave will not be considered part of the voting faculty unless they are present at the faculty meeting.

ARTICLE VII

Faculty Rights and Appeals

All Department Faculty, irrespective of rank, may appeal to the Advisory Committee in disputes between faculty and/or the Department Chair. See ARTICLE V, section 1, sentences 6 and 7.

ARTICLE VIII

Amendment of Bylaws

These bylaws may be amended, at any regular faculty meeting, by two-thirds vote of the total faculty, provided that the amendment was submitted in writing at the previous regular meeting.