

DEPARTMENT OF EARTH AND ENVIRONMENTAL SYSTEMS BYLAWS

Article 1: Membership of the Earth and Environmental Systems Faculty, Voting, Approval and Quorum

1.1 Membership

Earth and Environmental Systems Faculty consists of members of the Indiana State University community who hold a tenured, tenure-track or full-time multi-year non-tenure track faculty position within the *Department of Earth and Environmental Systems*. Members of the faculty are expected to participate in all governance activities of the Department. They have voting rights as defined in Section 1.3.

1.2 Quorum

A quorum at the Department meeting is defined as a majority of the Earth and Environmental Systems faculty. In computing what a majority is, those members of the department on leave or holding a full-time administrative appointment will not be counted.

1.3 Voting

The faculty of the Department of Earth and Environmental Systems (as defined in section 1.1) shall have full voting privileges at departmental meetings in all matters placed before them. If needed, electronic balloting via email can be conducted. Email ballots will be returned to the Department Administrative Assistant before a deadline (of not less than five (5) business days) established by the Chairperson. The Administrative Assistant will tally the ballots and report the results to the Chairperson. Proxy ballots (by email or hardcopy) can be submitted to the Chairperson before scheduled departmental meetings.

1.4 Approval

Subject to a quorum, a simple majority vote of those in attendance at a departmental meeting or in an electronic vote as specified in 1.3 is required to approve policies, procedures, and curricula. Revisions made to the bylaws, and the Department's promotion and tenure document (*Principles, and Criteria for the Review of Faculty Promotion, and Tenure*) must be approved by a 2/3 majority of the voting faculty by secret ballot.

Article 2: Faculty Meetings

The Department Chairperson will convene at-least two (2) meetings of the Earth and Environmental Systems faculty every semester. The first meeting each semester shall occur within three (3) weeks of the start of the semester. An annual planning meeting shall normally occur in the month of April. At this meeting the departmental committees will be formed for the subsequent year. An agenda, the minutes of the previous faculty meeting and any supporting documentation will always be circulated to all faculty two (2) days prior to meetings by e-mail or hardcopy. The records (electronic and hard

copies) of faculty meetings will be kept by the Department's Administrative Assistant. Unless they are on sabbatical leave, off campus or detained elsewhere on approved university business, are sick or have a time conflict that arises because of an unavoidable university-sanctioned appointment outside the department, all faculty members are expected to attend scheduled faculty meetings, which will normally be held on Wednesdays during the semester between 12 Noon and 1 PM. Faculty should not schedule office hours, or make other appointments at this time. Department and committee meetings will be conducted using Robert's Rules of Order.

Article 3: Standing and Other Committees

3.1 Standing Committees

There are four Standing Committees: Faculty Affairs, Undergraduate Affairs, Graduate Affairs, and Facilities and Equipment. The Faculty Affairs Committee shall consist of four tenured faculty and one tenure-track faculty (if available) and a tenured alternate faculty member. The other three committees shall consist of five faculty members. Faculty are expected to routinely serve on Department committees as part of their normal service activities. The Chairperson will propose a slate of candidates for each committee insuring equitable representation. The slate of candidates will be voted on by secret ballot at an April faculty meeting. Charges are given to each committee by the Chairperson at the beginning of the academic year. Other charges may be proposed by EES faculty to the Chairperson for consideration.

3.1.1 Faculty Affairs (Personnel) Committee

The committee is responsible for pre-tenure and promotion reviews of full-time faculty, yearly reviews of part-time faculty, review of sabbatical and other leave requests, conducting two-year performance evaluations of tenured and tenure-track faculty, reviewing the chairperson, and revising department policy documents. The chair of the committee is elected by committee members. Tenured faculty shall make personnel decisions by secret ballot.

3.1.2 Undergraduate Affairs Committee

The committee is responsible for undergraduate curriculum, reviewing proposed program changes, and course proposals. The committee is also responsible for undergraduate student recruitment. The Undergraduate Coordinator, appointed by the chairperson, serves as the committee chair.

3.1.3 Graduate Affairs Committee

The committee is responsible for graduate curriculum, reviewing proposed graduate program changes, and course proposals. They are also responsible for graduate admission decisions, making graduate assistantship recommendations to the Department Chairperson, and conducting graduate student reviews each year. The committee is also responsible for graduate student recruitment. The Graduate Coordinator, appointed by the chairperson, serves as the committee chair.

3.1.4 Facilities and Equipment Committee

The committee is responsible for making recommendations to the Chairperson on capital equipment allocations and facility use. The chair of the committee is elected by committee members.

3.2 Other Committees

The chairperson may from time to time be required to create *ad hoc* committees and search committees (as defined in sections 3.7.1 and 3.7.2).

3.2.1 Ad hoc Committees

Ad hoc committees will be formed only in cases where tasks cannot reasonably be assigned to the standing committees. The Department Chairperson will serve as the committee chair.

3.2.2 Search Committees

Search committees will be created, as the need arises, to select new faculty for the department. The search committee for a tenure track position will consist of five (5) tenure track members of the department. The Department Chairperson shall select four (4) faculty who are in the field (if available) in which the search is being conducted, and a fifth who is not in the field. The search committee chair will be selected from among the search committee membership. The search committee is responsible for drafting the position advertisement, identifying qualified candidates, inviting candidates to campus, coordinating interviews, soliciting written faculty feedback on interviewees, deliberating on the list of acceptable/ unacceptable candidates interviewed, and preparing a ranked list of acceptable candidates for dissemination to the faculty (both electronically and in written form) and (in a search for a position other than for Department Chairperson) submission to the Department Chairperson. In case the Department Chairperson disagrees with the search committee about who the acceptable candidates are or the ranking of them, he/she will meet with the search committee to resolve the dispute and if no resolution is forthcoming will forward the committee's recommendation along with his/her own. The Department Chairperson will also provide a copy of his/her recommendation made to the dean to the department faculty.

The search committee for a Department Chairperson will be conducted in accordance with guidelines provided by the CAS Dean. The slate of Department faculty members for the Search Committee must be equitably distributed among the Department fields of study.

Article 4: Program Coordinators

The Department Chairperson shall appoint each year a tenured/tenure-track department faculty member to oversee and coordinate the (1) Undergraduate Program, (2) Graduate Program, and (3) Introduction to Environmental Sciences laboratory course (ENVI 110L).

Article 5: The Chairperson

5.1 Selection of the Chairperson

The Department Chairperson will either be selected from existing members of the faculty, or through an external search. The Department Chairperson must have earned the rank of associate professor or professor in one of the Department's fields. If an Acting Chairperson is needed the EES faculty will nominate candidates for chairperson (self nominations are acceptable) and provide feedback to the Dean of the College of Arts and Sciences during the selection process. The formal appointment and selection of the Department Chairperson is the responsibility of the Dean. The teaching load of the chairperson will be determined by the Dean of the College of Arts and Sciences.

5.2 Responsibilities of the Chairperson

To ensure the smooth and efficient running of the Department and support of the Faculty at large, the Department Chairperson shall consult frequently with the chairs of the standing committees and the faculty at large. The Department Chairperson is responsible for calling and setting the agenda for faculty meetings, and ensuring that administrative tasks are communicated to the appropriate Committee(s) in a timely manner. The Department Chairperson will be expected to act promptly on committee recommendations, document the response, and provide direction and leadership to ensure that procedures and programs are implemented effectively. Pursuant to the University Handbook, the Department Chairperson will be responsible for staffing (including assignment of adjuncts and graduate teaching assistants), scheduling courses, and determining the teaching load of faculty. However, the Earth and Environmental Systems faculty are committed to staffing, scheduling, and load practices that ensure the effective delivery of the general education, undergraduate, and graduate programs, as well as an equitable distribution of work load across the faculty. The principal of equity is essential in that a fair distribution of work load will enable individuals and the department to meet teaching, research, and service goals, as well as the provision of salary adjustments.

5.3 Review of the Chairperson

The Department Chairperson will be reviewed using the standard three-year review procedures for the College of Arts and Sciences.

5.4 Removal of the Chairperson

Removal of the Department Chairperson is a process governed by the procedures of the University Handbook and practices of the College of Arts and Sciences. If 2/3 of the faculty of the department request that the Dean remove the Chairperson, the Department Chairperson will be expected to resign.

Approved: April 17, 2013