

Bylaws of the Department of Geosciences
University of Arizona
(April, 2019)

I. Composition of the Faculty

- a. Tenure and tenure eligible Faculty: the regular faculty consists of all persons with a 50% or more full-time equivalent appointment in the Department of Geosciences holding the rank of professor, associate professor, or assistant professor.
- b. Faculty with Shared Appointments: Faculty on shared appointment are those who hold less than a 50% full-time equivalent appointment in the Department of Geosciences and are tenured or tenure-eligible in other departments.
- c. Professor of Practice: Non-tenure eligible professors of practice in the Department of Geosciences.
- d. Full time Lecturer: Non-tenure eligible Lecturers with a full-time FTE appointment in the Department of Geosciences.
- e. Faculty with Joint Appointments: Faculty who have a primary appointment in another department, and a secondary appointment in Geosciences with no funding attached shall have joint appointment status for 5 years (renewable).
- f. Adjunct faculty: Faculty who are not tenure-eligible in the Department of Geosciences, who hold such title designations as instructor, visiting, or adjunct professor shall have adjunct faculty status for 5 years (renewable).

II. Meetings

- a. Faculty meetings to discuss the general business of the department will be held regularly during the academic year. All faculty may attend these meetings, unless the Department Head makes a special exception. The Department Head prepares the agenda and circulates it in advance of the meeting, at which time additions to the agenda can be suggested by the faculty. The head convenes the meeting, unless unavailable, in which case the associate head convenes the meeting. All decisions are recorded in minutes, taken by a staff member assigned by the head and available upon request.

III. Voting privileges and procedures

- a. Only tenure-track/tenured faculty can vote on business regarding the hiring or promotion of tenure/tenure-track faculty (I.a, I.b).
- b. Passage of vote on:
 - b.i. tenured/tenure-track faculty hires, joint and adjunct professors requires a quorum of 70% of the tenure and tenure track faculty (I.a, I.b). Inputs from non-tenure eligible faculty members are encouraged and highly valued.
 - b.ii. Faculty in categories I.a, I.b, and I.c can vote on Department of Geosciences curriculum changes, which also requires a quorum of 70% (including proxy votes). All other matters require a simple majority of all I.a, I.b, I.c and I.d faculty votes.
- c. Revision of departmental policies requires a discussion with the faculty and approval by the DH advisory board committee.

- d. The Department Head will make every effort to respect the wishes of the faculty as expressed through votes. But per College of Science policy, decision-making authority lies with the head, and all votes are technically advisory.

IV. Administration of the Department

a. The Department Head (DH) is the official liaison between the department and the University and College administration. As such, the DH will present departmental needs and requests to the Dean and communicate university policy to the department.

- i. The head is appointed by the Dean of the College of Science and the term will be determined by the Dean and the DH. The DH will attend college-level DH meetings as called by the dean, as well as all other college and university meetings where departmental representation is required, unless the DH assigns them to the Associate Head or to another faculty member.

- ii. The DH will guide decisions on the department vision and implementation of strategic planning, taking into consideration discussions and inputs from the faculty.

- iii. The DH, together with the business office manager, will establish an annual departmental budget and temporary teaching budget. The DH will appoint departmental committees and oversee departmental space assignments and departmental equipment. All members of committees are selected by the DH.

- iv. The DH will perform the following duties in regard to the faculty: hiring negotiations for new faculty; negotiations with the dean regarding retention issues; hold regular faculty meetings during the academic year; organize and hold one general faculty retreat per year; and work with associate head and director of undergraduate studies on the scheduling of courses, teaching assignments and teaching loads. The DH will assign annual evaluations of teaching and perform annual overall evaluations of the faculty. All departmental recommendations for salary increases, promotion and tenure will be made to the dean by the DH.

- vi. The DH will perform the following duties in regard to the departmental staff: hiring, terminations and annual evaluations. Regular staff meetings will be held during the academic year. The head will provide regular oversight of the offices of alumni relations and undergraduate and graduate advising. The head will also contribute to outreach activities, development opportunities, graduation and recruitment events.

- vii. The DH duties include but are not limited to: meet with graduate students, work with the Director of graduate and undergraduate studies and undergraduate advisors to make annual TA assignments; oversee curricular changes and ensure their rigorous implementation with the curriculum committees and advising staff; represent the department at commencement activities, including awards ceremonies.

b. Associate Head

i. The associate head (AH) is selected by the Department Head and formally appointed by the Dean of the College of Science. The AH will attend college-level AH meetings as convened.

ii. Duties of the AH include: general advising to the DH and representing the department to the university administration/convening meetings with faculty and staff if the DH is not available.

iii. Additional duties of the AH may include: hearing grade appeals, complaints, and transfer requests; coordinating assessment with head of departmental office of assessment; and serving on the undergraduate curriculum committee.

V. Promotion and Tenure of Faculty

a. All promotion and tenure cases will have a faculty chair (appointed by the DH) and be considered by the Promotion and Tenure committee composed of faculty members holding the rank (or higher) that is being sought. Tenure-track faculty of equal or higher rank can serve on promotion committees for career track faculty.

b. After committee deliberation, a vote will be held and a letter summarizing the discussion and vote will be written by the chair of the committee to the DH. The DH will not be included in the committee and will write an additional letter based on his or her evaluation of the promotion packet, which will be sent to the Dean of the College of Science.

VI. Process to Become Joint Faculty

The applicant will be nominated by a regular faculty member in the department and will provide a CV and a one page mission statement to the DH. The DH will submit the application for consideration to the voting, tenured/tenure track faculty and a vote will be taken for consideration based on existing synergies, collaborations and potential contributions of the joint faculty member. If approved, the applicant will present their research at a departmental seminar, followed by a faculty vote. The appointment Join faculty has a term of 5 years.

VII. Ratification and amendment of Bylaws

a. These bylaws will be ratified by a majority vote after consideration by the faculty.
b. Amendment of these bylaws will require a simple majority of the faculty (I.a, I.b, I.c).

Appendices

Professor of Practice: guidelines for appointment, retention and promotion

Lecturer guidelines for appointment, retention and promotion and for changing ranks to PoP

Adjunct Professor Policy

Joint Professor Policy