

BYLAWS

DEPARTMENT OF LINGUISTICS AND COGNITIVE SCIENCE

REVISED AND APPROVED BY THE FACULTY 2/8/2013

This document describes the policies and procedures by which the Department of Linguistics and Cognitive Science of the University of Delaware, subsequently referred to as *the Department*, operates to achieve its mission. Department policies, procedures, and operations are subject to and consistent with those of the University and the College of Arts and Sciences.

1 MEMBERSHIP IN THE DEPARTMENT

The membership of the Department consists of the department chair and the faculty, a subset of which comprise the voting faculty.

The faculty consists of all persons who hold (1) regular tenured, tenure track, and continuing non-tenure track positions in the Department; (2) full-time research/teaching temporary positions in the Department; (3) adjunct appointments in the Department; (4) joint appointments in the Department; and (5) all Department faculty members with emeritus status.

The voting faculty consists of all full-time tenured, tenure-track, and continuing non-tenure track faculty members 51% or more of whose faculty line is budgeted to the Department.

Adjunct and joint appointments in the Department require a vote of the voting faculty and approval of the dean.

2 RESPONSIBILITIES AND PRIVILEGES OF THE FACULTY

Responsibility for the academic programs of the Department resides in the faculty. All new degree programs and changes in existing programs require the approval of the voting faculty. Within the general framework of University policies as defined in the Faculty Handbook and other University policy documents, the faculty will also determine the policy of the Department with regard to promotion and tenure, workload, and merit salary increases. Policy matters will be discussed by the faculty and voted on at Departmental faculty meetings. The text of all major policy matters to be voted on will be given to the faculty at least three days before the meeting at which voting will be held. All members of the faculty, both voting and nonvoting, have the right to participate in faculty meetings. The right to vote is, however, restricted to voting members. A nonvoting representative of the graduate students of the Department will also participate in faculty meetings. Nonvoting members, including the graduate student representative, will not be present when the topic under discussion is a personnel matter or deals with other confidential questions.

There will be a meeting of the Department faculty at least once a semester. The department chair calls for and presides over faculty meetings. A meeting may also be called by a majority of the voting members of the Department. Action may be taken by a simple majority vote of the voting members of the Department present at the meeting, but those not present may also submit proxy votes.

3 DEPARTMENT COMMITTEES

The chairperson and members of all committees will be appointed by the Department chair.

3.1 GRADUATE STUDIES

The Committee on Graduate Studies will consist of at least three voting members of the Department. The chair of the committee will be appointed for a three-year renewable term. Other members of the committee will be appointed for an annual renewable term.

The duties of the committee include the oversight of the Department's graduate programs and the development of proposals for new graduate programs. All proposals of the committee with regard to the Department's graduate programs will be submitted to the Department chair for approval by the Department faculty.

3.2 UNDERGRADUATE STUDIES

The Committee on Undergraduate Studies will consist of at least three voting members of the Department. The chair of the committee will be appointed for a three-year renewable term. Other members of the committee will be appointed for an annual renewable term.

The duties of the committee include the oversight of the Department's undergraduate programs and the development of proposals for new undergraduate programs. All proposals of the committee with regard to the Department's undergraduate programs will be submitted to the Department chair for approval by the Department faculty.

3.3 PROMOTION AND TENURE COMMITTEE

The promotion and tenure policies of the Department and the composition and procedures of the Promotion and Tenure Committee are designated in a separate Promotion and Tenure Document.

3.4 OTHER COMMITTEES

Other standing or ad hoc committees may be formed as deemed necessary by the Department chair.

4 COGNITIVE SCIENCE PROGRAM

The Program in Cognitive Science, which is administered by the Department of Linguistics and Cognitive Science, is governed by its own set of bylaws.

5 AMENDMENTS

These Bylaws can be amended by a written ballot of the voting faculty. A two-thirds majority of those voting will be required for passage. Proposed amendments will be discussed at a faculty meeting held at least five days before the ballot. The text of the proposed amendment will be submitted to all members of the faculty at least three days before the meeting.

Bylaws
Program in Cognitive Science

(approved by faculty members of program: Oct. 20, 2004)

Cognitive science studies the human mind viewed as a computational process. It lies at the confluence of computer science, educational and cognitive development, linguistics, neuroscience, neurobiology, philosophy, psychology, and certain areas of mathematics. Cognitive science has arguably been the most important development in the study of human thinking in the past twenty years; its influence can be seen across a wide variety of disciplines, from logic to communication disorders. The purpose of the program in Cognitive Science is to encourage collaborative faculty and student efforts in Cognitive Science at the University of Delaware. The program provides an ongoing forum for collaboration among faculty and students from different disciplines and provides support for research and instruction in cognitive science. In addition, the Program provides advice and encouragement for the academic programs in Cognitive Science which are administered by the Department of Linguistics.

1. Membership

Membership in the program as of June 1, 2004 is specified in Appendix I.

Membership is open to all faculty actively engaged in research and teaching in an area of cognitive science. Membership is by application and is subject to the approval of Advisory Committee of the Cognitive Science Program.

2. Meetings

There will be a meeting of the faculty of the Program, called by the Director, at least once each academic year. The agenda for the meeting will be distributed at least three days before the meeting. Additional meetings can be called by the membership in the Program upon submission of a written request of five members.

3. Director

a. Appointment of the Director

The Director will be nominated by the Advisory Committee and appointed by (and at the pleasure of) the Dean of the College of Arts and Sciences. The Director will be responsible for the administration of the Cognitive Science Program. The Director will report to the Dean of the College of Arts and Sciences and will seek the counsel and recommendations of the Cognitive Science Advisory Committee.

b. Term of Office

The Director will serve for a three year term. Upon nomination by the Advisory Committee, the Director may be reappointed by the Dean of the College of Arts and Sciences for a second term. The Director may not serve for more than two consecutive terms.

c. Duties of the Director

The duties of the Director are to provide programmatic leadership and administrative oversight for the Program. These duties include but are not limited

to the following:

- i. Formulate annual budget request for the program for approval by the Advisory Committee.
- ii. Presentation and discussion of the budget request at the annual budget meeting with Dean of Arts and Sciences.
- iii. Consultation with the Advisory Committee and the Chairs of academic departments involved in Cognitive Science on the planning and coordination of the annual program activities.
- iv. Coordinate the academic program(s) in Cognitive Science with the Chair of Linguistics.
- v. Appoint the representatives of Cognitive Science on Linguistics Department committees overseeing the academic program(s) in Cognitive Science.
- vi. Call at least one meeting per academic year of the entire membership to discuss future direction of the program and to elect officers (as necessary).

4. Advisory Committee

The Advisory Committee will consist of the Director plus six members of the Program elected by the membership of the Program during the Spring Semester. The term of the members of the Advisory Committee will begin on the first day of the fall Semester. Elected members will serve for two year terms except in the case of the 2005 election. For the sake of continuity, staggered terms will be introduced in the 2005 election. Thus, for that election only, three members will be elected for a one year term and three for two year terms. There are no restrictions on the number of terms of service of members of the Advisory Committee.

The Advisory Committee will assist the Director in the administration of the Program, and will act on behalf of the faculty of the Program in matters of policy. Policy decisions of the Advisory Committee will be reported to the faculty of the Program within one week of adoption. At the request of five members of the faculty of the Program, such decisions will be discussed and voted on at a meeting of the Program faculty or by an e-mail ballot (at the adoption of the Director). Decisions will be made by a simple majority of the members voting.

5. Academic Programs in Cognitive Science

The academic program(s) in Cognitive Science are administered by the Department of Linguistics. Additions to and changes in these programs will require the approval of both the Department of Linguistics and the Director, and, for questions of policy, the Advisory Committee of the Program. Currently approved academic programs in Cognitive Science are listed in Appendix II.