

Bylaws

This document describes the policies and procedures by which the Department of Geography of the University of Delaware operates to achieve its mission. The Geography Department has a valued history of operating and achieving its mission in a collegial atmosphere. This atmosphere is based on respect for each individual and efforts to maintain an environment where issues and differences can be discussed and resolved in a constructive manner. The policies and procedures set forth herein are intended to preserve and protect this operating style.

1 Department Mission Statement

The Department of Geography at the University of Delaware seeks to improve our understanding of human-environment interactions. A hallmark of geographic scholarship is the spatial patterning of those interactions that operate at varied temporal and spatial scales. Geographic teaching and scholarship are of great importance and relevance to society, as they address many aspects of global, long-term sustainability. Topics studied such as climate change, energy supply, water availability, land degradation, urban design, and place identity, reflect the teaching, research and service activities conducted by UD geographers.

2 Membership in the Department

The faculty membership of the Department consists of 1) all persons who hold tenure-track, research, continuing-track, affiliated, adjunct, and visiting appointments in Geography, and 2) all persons who hold joint or secondary appointments in Geography. The voting faculty consists of all tenure-track faculty members whose primary appointment is in the Geography Department (including the Chair and Associate Chair). Voting on appointments to faculty rank is reserved for the tenure-track faculty, with the exception of the Chair who does not vote on department P&T decisions, but makes a separate, independent evaluation. Other joint, secondary, research, and continuing-track faculty will be invited to vote on policies that directly affect their functions in the department.

3 Responsibilities and Privileges of the Faculty

The mission of the Department encompasses all aspects of research and education in geographical studies, including graduate research and education, undergraduate education, and service to the professional and University community. The Department voting faculty are responsible for determining how the Department achieves its mission, including responsibility for the academic programs of the Department. All new degree programs, changes in existing programs, and new regular Geography courses require the approval of a majority of the voting faculty in the Department. New experimental and topics courses require the approval of the Chair. The other rights and responsibilities of the faculty are outlined in the following sections.

All faculty, both voting and non-voting, are encouraged to participate fully in the discussions

related to faculty governance of the department.

4 Department Organization and Operation

4.1 Officers of the Department

The Chair is the chief administrative officer of the Department. Responsibilities of the Chair include providing leadership to the Department in achieving its mission, administering the policies and procedures of the University and the Department, and acting as the primary representative of the Department within the institution and the profession. The Associate Chair assists the Chair in the administration of the Department. Two primary duties constitute the role of the Associate Chair: serving as the Graduate Program Director and chairing the academic council. Additional specific duties are determined in consultation with the Chair.

4.2 Department Committees

4.2.1 The Academic Council

The Academic Council is composed of two voting tenure-track faculty members and the Associate Chair. The two faculty members serve one-year terms and are elected each spring semester (by consensus or vote) to those terms by the faculty. The Academic Council advises the Chair concerning the general administration of the Department and assists the Chair in providing leadership to the Department. In addition, the Academic Council is responsible for reporting to the faculty concerning graduate student progress. The Academic Council also is responsible for making recommendations to the faculty concerning annual awards for undergraduate students, graduate students and faculty. Once the faculty have chosen award recipients, the Academic Council is responsible for compiling the appropriate materials for the submission of nominations and completion of awards.

4.2.2 Promotion and Tenure Committee

See Section 6.1.

4.2.3 Peer Review Committee

See Section 6.2.

4.2.4 Other Committees

Other standing or ad hoc committees may be formed as deemed necessary by the Chair and the faculty. The faculty will appoint the members of the committees, with one member designated as the committee Chair.

4.3 Department Meetings

In accordance with the bylaws of the College of Earth, Ocean, and Environment, the Department generally holds at least four faculty meetings every semester to consider matters of Department policy. These faculty meetings are scheduled at a time when no faculty member has scheduled class responsibilities, and therefore all faculty are expected to attend these meetings unless

excused by the Chair in advance of the meeting. Faculty meetings may be called by the Chair, by the Academic Council, or by written petition of a majority of the faculty. Each faculty meeting will have an agenda, usually prepared by the Chair or the Academic Council. Normally, agenda items will be solicited from the faculty at least one week in advance, and the agenda will be distributed to the faculty at least one business day in advance of the meeting. The agenda will identify those issues that may be subject to a vote restricted to the tenured faculty only. Approval of the agenda and its voting designations shall precede any discussion of agenda items. Although other business may be discussed at the faculty meeting, official action may be taken only on items on the agenda.

Voting faculty, including those on sabbatical, may attend and participate in all faculty meetings; non-voting faculty and a representative of the graduate students will be invited to attend and participate in portions of faculty meetings as appropriate. A quorum shall consist of a majority of the tenure-track faculty who are not on sabbatical or leave of absence; faculty on sabbatical or leave of absence do not count in determining a quorum. A quorum is determined based on those in attendance at a faculty meeting for action to be taken. Attendance is defined as those physically present at the meeting or in direct communication via a video or phone conference call. Voting faculty unable to attend a meeting may submit proxy votes in advance of the formal vote on a given issue. Faculty on sabbatical and those on leave retain their voting rights. All votes will be open votes, unless decided otherwise by a majority open vote of the faculty.

The faculty of the Department of Geography will endeavor to come to decisions on all matters through consensus. For those matters on which a consensus cannot be obtained, Robert's Rules of Order will be followed and a vote will be taken. For official actions, except those specified in this document, a majority of the voting faculty will be needed for approval. Determination that a consensus has been reached, that a vote must be taken, or that a decision should be deferred to a later meeting, will normally be left to the discretion of the Chair. Any faculty member may challenge the Chair's decision that a consensus has been reached, and if the challenge is seconded by one additional faculty member, then a vote must be taken.

In cases where time is of the essence, the Chair may call for a vote by e-mail, however, in such a case, any one member of the faculty may object, in which case, the matter requiring a vote must be brought to a physical meeting of the Department faculty.

Minutes of faculty meetings will be taken, and motions requiring a formal vote should include the wording of the motion, the proposer and seconder, and the result of the vote. The minutes will be distributed to the faculty in a reasonable period of time and the first order of business at the subsequent meeting will be the approval of the minutes as distributed.

5 Appointments

5.1 Tenure-Track Appointments

The Chair, in consultation with the tenure-track voting faculty, is responsible for administering the recruitment of new tenure-track faculty. The Chair actively solicits the views of the faculty regarding the desired qualifications of candidates for open positions. A search committee, appointed by the tenure-track voting faculty, formulates an advertisement to attract such candidates and submits the announcement to the tenure-track voting faculty for approval. The search committee reviews applications for the positions and with approval of the majority of the tenure-track voting faculty identifies a set of finalists who are invited to campus for interviews. For a tenure-track offer to be made to a candidate, a two-thirds majority of the tenure-track voting faculty, defined for this specific purpose as consisting of all tenure-track faculty in the department, whether present or on sabbatical or leave of absence, must approve of the hire before submitting the Department's recommendation to the Dean.

5.2 Non-Tenure-Track Appointments

Appointment of research, adjunct, affiliated, and visiting (limited term) faculty, temporary faculty and professional staff is made upon recommendation of the Chair and approval by a majority of the voting faculty.

6 Promotion, Tenure, and Reviews

6.1 Promotion and Tenure Policy

Policies and procedures on the promotion and tenure of tenure-track faculty are contained in the "Department of Geography Policy on Promotion and Tenure" document. This document may be amended at any time with the affirmation of at least two-thirds of the voting tenure-track faculty, and subsequent approval by the College and University. Separate policies exist that address the employment conditions of research and non-tenured faculty.

6.2 Committee on Promotion and Tenure

The composition and function of the Department's promotion and tenure committee is specified in the "Department of Geography Policy on Promotion and Tenure" document.

6.3 Peer Review Committee

Peer reviews will be conducted in accordance with University policy. For assistant professors and instructors, a peer review committee consisting of three voting faculty members will be appointed by the voting faculty and will consist of associate professors and full professors. For associate and full professors, the peer review committee normally consists of three full professors who are

members of the voting faculty; if three full professors who are members of the voting faculty are unavailable, then the Chair may appoint additional voting faculty to the peer review committee. The peer review committee solicits written information from the faculty member being reviewed documenting his or her contributions in each of the areas of research, teaching, and service. The committee evaluates the faculty member and submits a written report to the Department Chair, a copy of which is given to the faculty member.

7 Amendment

These Policies and Procedures may be amended at a duly constituted Department meeting by a two-thirds majority of the tenure-track voting faculty.

Legislative History

- Discussed and revised by Geography faculty – March and April 2011
- Approved by Geography Faculty – May 2011
- Approved by CEOE Academic Council – December 2013
- Amended Geography Faculty – November 2014
- Amended CEOE Academic Council – February 2015
- Approved by Dean – March 2015
- Amended and Approved by Provost – April 2015
- Discussed, reviewed, and approved by Geography Faculty- September 2018
- Final Approval by Provost—September 2018