

BYLAWS OF THE DEPARTMENT OF EARTH SCIENCES
UNIVERSITY OF DELAWARE

ARTICLE I

Name

The name of the department is the Department of Earth Sciences.

ARTICLE II

Mission

The mission of the Department of Earth Sciences is to advance education, research and scholarly activity in the geosciences and provide service to the University, community and our profession.

ARTICLE III

Department Membership

Section 1. Members of the Department consist of the Chair, Faculty, and Staff.

Section 2. Faculty members of the Department consist of (1) all full-time tenure-track and continuing-track faculty members, along with those holding research, visiting, or adjunct appointments in the Department of Earth Sciences, and (2) all persons who hold joint appointments in the Department of Earth Sciences. The voting faculty members consist of all full-time tenure-track, continuing-track and research faculty members whose primary appointment is in the Department of Earth Sciences (including the Chair).

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

ARTICLE IV

Faculty Meetings

Section 1. In accordance with the bylaws of the College of Earth, Ocean and Environment, the Department shall hold approximately one regular faculty meeting per month for the consideration of matters concerning Department business.

Section 2. A day of the week and time of day for the regular 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 Business Administrator or any other person designated by the Chair shall serve as secretary for Department meetings. Minutes will be recorded, distributed promptly, and archived in Department files.

ARTICLE V

Committees

Section 1. Membership and responsibilities of the Promotion and Tenure Committee are defined in the Department "Procedures and Criteria for Promotion".

Section 2. The Chair shall appoint a Director of Undergraduate Studies and a Director of Graduate Studies to oversee the Department's academic programs. These positions may be supported by an annual allowance from Departmental funds to be used at the discretion of each Director (except faculty salaries).

Section 3. The Graduate Admissions Committee shall consist of the Director of Graduate Studies, the Department Chair, and two other faculty members selected by the Department Chair. The Chair of this Committee is the Director of Graduate Studies. It is the duty of the Graduate Admissions Committee to evaluate all applications for admission into the graduate program and to forward their recommendations to the faculty. The Chair of the Graduate Admissions Committee shall notify the College of Earth, Ocean and Environment Assistant Dean for Graduate Services of the Department's decisions concerning graduate applications.

Section 4. The Ph.D. Examination Committee for each candidate shall consist of that candidate's Ph.D. Dissertation Committee. The Chair of this Committee is the candidate's Ph.D. advisor. It is the responsibility of the Ph.D. Examination Committee to administer the candidate's Ph.D. qualifying exams as prescribed in the Earth Sciences Graduate Policy Document.

Section 5. The Safety Committee shall consist of the Department Chair, two faculty members (one will be the Chair of this Committee) and a graduate student representative selected by the Department Chair, and the building supervisor, who will coordinate required laboratory safety inspections and other safety drills. 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, mentoring policy, workload and faculty evaluation standards, must be attached to the faculty meeting agenda at which they will be considered for adoption. At least a two-thirds majority of the voting faculty must vote in favor for such motions to pass. 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

Amendment of Bylaws

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

Original version adopted by vote of Departmental Faculty, May 17, 2018.
(7 Yes, 0 No, 1 Abstain, 2 Absent)

Revisions to the May 17, 2018 bylaws were discussed in regular departmental faculty meetings Fall, 2019

This version adopted by vote of Departmental Faculty, November 21, 2019 (9 Yes, 0 No, 0 Abstain, 3 Absent)