BY- LAWS OF THE DEPARTMENT OF GEOLOGY

The By-Laws of the department of Geology as enumerated below, shall apply so long as they are consistent with University and College statutes and policies and the AAUP-WSU agreement. The AAUP-WSU agreement will take precedence in the event of disagreement.

1. a) Membership: The department shall consist of all personnel in the payroll classification of faculty including-

   Academic: Professor(s)
   Associate Professor(s)
   Assistant Professor(s)
   Instructor(s)
   Senior Lecturer(s)
   Lecturer(s)

   Administrative: Chairperson (who must hold a rank of Assistant, Associate, or Full professor).

b) All personnel who are considered members of the Geology Department as outlined above will have full voting rights in deciding Department policy.

c) Tenured and untenured faculty will be distinguished on the basis of the committees on which they may sit and the offices they may hold (see para 2 & 3)

d) The Chairperson is the chief administrative officer of the Department. Should he/she be unavailable an acting chairperson will be appointed by the chairperson, or if this is impossible by a vote of two-thirds vote of the faculty of the department.

2. a) Departmental Officers who are selected by the Department are the

   Graduate Officer
   Undergraduate Officer

b) The Graduate and Undergraduate Officers may be nominated by any member of the regular faculty (either tenured or non-tenured). Those accepted into nomination must be tenured faculty holding at least the rank of Assistant Professor for the Undergraduate Officer, and Associate Professor for the Graduate Officer. The Graduate Officer must be a full member of the Graduate Faculty.

c) Nominations for the Graduate and Undergraduate Officers shall be made at one faculty meeting and the vote shall be cast at a subsequent meeting at least one month later than the nominating meeting.

d) Election to the position of Undergraduate and Graduate Officer requires a mandate of at least a majority of the voting faculty. In the event of a tie, the Chairperson will cast the deciding vote.
3. **Appointment of the Department Chairperson and Academic Services Officer.**

   a) The Department Chairperson, the Associate Chairperson (if any) and the Academic Services Officer of the department will be appointed by the Dean of the College of Liberal Arts in accordance with the AAUP- WSU agreement.

4. **The Committees in the Geology Department shall be as follows:**

   a) **Standing Committees:**

      (i) **Promotion and Tenure Committee**-
      The members on this committee will be selected and the committee will function as required by the current AAUP-WSU contract. The committee shall be composed of all tenured faculty members in the Geology Department.

      (ii) **Salary Committee**-
      The members on this committee will be selected and the committee will function as required by the current AAUP-WSU contract. Unless the current AAUP-WSU contract stipulates differently, the members of the committee will be selected and will function as follows. The faculty salary committee shall consist of all the tenured faculty members of the Geology Department, as well as a number of untenured faculty equal to one less than the number of tenured faculty. The untenured members who sit on the committee will be elected at the first staff meeting at the beginning of each academic year by the voting members of the department. The Department Chairperson shall chair the salary committee with vote.

   b) **Temporary Committees**-
   Temporary Committees, as required, will be elected at the first staff meeting of the academic year. All voting members in the Department will participate in this election. A simple majority will be required to be elected to any temporary committee. The Department Chairperson may appoint temporary committees as he/she sees fit; but, the designation of such committees and the majority of the voting members of the department. Unless such committees are designated by the Chairperson at an ongoing staff meeting, approval for such committees must be obtained from the members of the department at the next regularly scheduled Departmental staff meeting.

   c) **Quorum**- The quorum for all standing committees shall be the total membership of the committee. The quorum for temporary committees shall be decided by that committee, but in any case, must not be less than half the committee members.
5. **Staff Meetings.**

   a) Staff meetings will be held at least once per term. Additional meetings may be convened by the Chairperson, or upon the request of any three faculty members (or a majority should the department have less than five (5) voting members). Voting members as defined in paragraph 1a above include all Professors, Associate Professors, Assistant Professors, Instructors, Senior Lecturers, and Lecturers.

   b) The Chairperson or his/her designee will be responsible for preparing an agenda for each regularly scheduled staff meeting. The agenda should be distributed to the members at least three days in advance of the meeting. An agenda for special meetings will be the responsibility of the members calling the meeting and should be prepared in consultation with the Chairperson. The agenda for special meetings must be distributed to all members at least one week in advance of the meeting.

   c) A quorum at staff meetings shall consist of three-fourths of the voting members of the department, and neither regular nor special staff meetings may be convened unless the Chairperson and at least three-fourths of the voting members of the department are able to attend.

   d) A staff meeting may be convened in the absence of the Chairperson only by the acting Chairperson (para. 1d).

   e) At the first staff meeting of each academic year one of the members of the department will be designated by the Chairperson to keep the minutes of the staff meetings for the coming year. This person will be responsible to see that the minutes of each meeting are duplicated and distributed to all members of the department.

6. **Curriculum and Instruction**

   a) Review of existing curricula will be the responsibility of a temporary committee. The committee’s recommendations will be presented to the full faculty for approval. Once approved by the faculty, it will then be the responsibility of the Chairperson to see that the curriculum is changed as recommended.

   b) In addition to the recommendations proposed by the curricular changes, his/her recommendations will then be presented to the curriculum committee who may suggest changes or alterations to the chairperson’s proposals. If possible the Chairperson and the curriculum committee should agree on the proposed changes, but whether agreement can be reached or not, the curricular changes as requested by the Chairman will be presented to the full membership for approval. A majority vote of the members will be required for the proposed changes to be forwarded to the College.

   c) Scheduling of courses will be the responsibility of the Chairperson or his/her designee.
7. Amendment Process

Any proposed amendments to these By-Laws must be presented to the members at a regularly scheduled staff meeting. Final approval of the amendments must be scheduled at a subsequent meeting not less than one month after the meeting in which the amendments were proposed. A two-thirds (2/3) vote of the members of the department will be required for approval of any amendments to the By-Laws.

8. Appeal Procedure

Any member of the department listed in paragraph 1a who contends that a violation of the By-Laws has occurred, has the right to require a staff meeting be convened by the Chairperson, within one month, for the purpose of considering the alleged violation.