**DEPARTMENT OF GEOGRAPHY**

Central Connecticut State University BY-LAWS

Adopted June 1, 2015

1. The day-to-day operations of the CCSU Department of Geography will be governed by:

a. The Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Trustees for Connecticut State University, most recent edition.

b. Applicable rules and regulations approved by the CCSU Faculty Senate.

2. Nothing in these Bylaws should be construed as conflicting with any of the above, which shall take precedence in all cases.

3. Composition. The Department of Geography shall be composed of a Chairperson appointed by the President, such full-time and part-time faculty as may be authorized by the Administration, a secretary, and (if budgets permit), graduate assistants and one or more student helpers.

4. Chairperson:

 The Department shall elect a Chairperson. That person may remain chair for three years according to the CSU-AAUP contract. Every three years elections shall be held for the Chair position. The election shall come from all full-time tenure-track faculty of the department. The selection shall be by secret ballot and the election shall be conducted by a senior faculty member.

5. Recall of Chair:

 The chairperson may be recalled during their three year tenure. Recall shall be by means of a Notice of Motion given at a faculty meeting and a secret vote upon the motion will be made within one month of the posting of the Notice of Motion. Only full-time tenure-track faculty may vote on the motion. The Chair shall be recalled on a vote of over 50% of the full time faculty electing to recall the chair. The chair must relinquish the position of chair upon recall and a new Chairperson elected that same meeting.

6. Responsibilities of the Chairperson:

a. Routine administration of the department and supervision of secretary, graduate assistants and student helpers.

b. Preparation of reports and correspondence as required.

c. Maintenance of departmental files, records and publications.

d. Expenditure of funds allocated to the Department, in consultation with faculty members. The Chairperson will respond in an equitable fashion to all requests for the purchase of equipment and supplies, and will report regularly on budgets to the faculty.

e. Leadership in such areas as curriculum development, recruiting of students, grant-seeking and community outreach.

 7. Interdisciplinary programs, Institutes and Certification Programs

 a. All Directors of such programs and institutes that include Geography as a

central part of the curriculum shall be ex-officio, non-voting members of the Department.

1. Those programs and institutes exclusively resident in the Department shall be administered by the Chairperson under 6 of the departmental by-laws.

8. Committee Structure: The Department Chairperson shall be an ex-officio member of every committee except where contractually barred.

a. The Department shall maintain the following standing committees, membership on which is open to all full-time tenure-track faculty members, except for the Department Evaluation Committee, which is restricted to tenured faculty members.

1. Department Evaluation Committee. The DEC is a committee of all tenured members of the Department, but members subject to pending action will be temporarily excused from membership. The DEC will make evaluations and provide recommendations with respect to promotion, tenure, reappointments, professional assessments, sabbatical leaves and the evaluation of adjunct members. Adjunct members will be evaluated using the normal departmentally approved evaluation instruments(s) in the first semester of employment and at least once in every three year period following that first evaluation. The DEC will choose its own chairperson. The DEC shall use the current departmentally approved evaluation instrument(s) and procedures but members are free to use other evaluation instruments in addition. Any observation of classroom teaching by the DEC shall be conducted under the following guidelines. Observation of classroom teaching may be part of pre-tenure evaluation.

a. Under normal evaluation procedures for reappointment, tenure and promotion only members of the DEC may observe classroom teaching.

b. The faculty member whose class is being observed shall be given at least one week’s notice of the observation.

c. The results of any observation shall be made available to the member in writing within ten days of the observation.

d. If the member wishes a second observation by another member of the DEC, the member may choose the observer.

2. Department Hiring Committee. The Hiring Committee is a committee of all full-time tenure-track faculty members except those who decline to serve. This committee will determine what specialties are needed in the department, seek authorization to hire, advertise as required, interview, evaluate and rank candidates and decide to whom offers may be made. The Chairperson will not recommend that any offers be made to either full-time faculty without the express authorization of this committee. The Chairperson may offer employment to a part-time faculty member without approval of the hiring committee for one semester, but the hiring committee must expressly authorize further employment.

b. Inasmuch as the Department as a whole votes on curriculum matters, scheduling and all other matters of concern at regularly scheduled meetings, no other standing committees are needed.

c. The Department Chairperson may from time to time appoint Ad hoc committees as needed.

9. The Department will hold a minimum of two faculty meetings each academic year. These meetings will be scheduled so they do not conflict with any classes. All faculty members, full-time and part-time, will be provided with at least one week’s notice of such meetings. An agenda will be distributed prior to the meeting, and any member of the Department may request that an item be placed on the agenda. A quorum at these meetings shall consist of a majority of the full-time members of the department. Part-time members are welcomed and encouraged to attend meetings. One part-time member will be elected by his or her peers for a three year term to represent part-time issues at the faculty meetings. This faculty member will have one vote in departmental decisions except for DEC issues. All decisions will be made by a majority vote of full-time, tenure-track members present and the adjunct representative. Robert’s Rule of Order will be observed in the conduct of meetings. One member of the faculty will be selected to serve as recording secretary. He/she will record the minutes of the meeting and subsequently distribute copies to all faculty members both full-time and part-time

10.Once each year the Department will elect representatives to the Faculty Senate, Curriculum Committee, Graduate Studies Committee, Academic Standards Committee, Cooperative Education Committee and Library Committee as needed. Any elected representative may be recalled by a majority vote at a department meeting.

11. Allocation of Funds

a. Each full-time member of the Department shall be entitled to an equal share of the travel funds as well as the money for the purchase of library books. Part-time members with sole responsibility for particular subjects shall be entitled to one-third the allotment of a full-time member for the purchase of library books.

b. In the event that a faculty member chooses not to use his/her entitlement of travel and book funds, the funds will be redistributed among the remaining members of the department. Faculty members must inform the Department Chairperson of travel plans no later than March 1st each year.

11. Summer School/Winter Session Teaching Priorities

 a. The following priorities shall be observed:

 Priority #1-Department Chairperson or Acting Chairperson

Priority #2-Those who have announced that they will retire within the next three years

Priority #3-Those with more than one year longevity who did NOT teach during the preceding summer/winter session

Priority #4-Those with more than one year longevity who taught one or more courses during the preceding summer

Priority #5-First year or visiting one-year faculty

Priority #6-Adjunct faculty members at the discretion of the Department Chairperson

Priority #7-Qualified individuals outside the department as determined by the Geography faculty

b. Except for the Chairperson and/or individuals who have announced their retirement, those persons whose courses do not attract sufficient enrollment and are canceled by the Administration shall not be permitted to preempt the courses of those with lower priorities.

c. In the case where several members have equal priority, the number of courses taught over the previous three Winter/Summer sessions will be tie-breaker with the member with a smaller number of courses having priority. In the case of a tie at this point, seniority in the department will be the tie-breaker with the more senior member having priority.

d. Policies Concerning Travel Courses – Courses which involve domestic or foreign travel with students will have a minimum of two faculty members assigned to the course, at least one of whom must be from the Department. The Department must approve summer session courses no later than October 15th of the fall semester preceding and winter session courses no later than March 1st of the preceding spring semester. The Chairperson will keep copies of materials, including syllabi, contact information about people on site, financial arrangements, etc.

e. Faculty who undertake domestic or International travel must receive ratification to undertake the travel from a meeting of the full Department and for which permission will be based on the priority listing in 9.a and reflect departmental faculty expertise in regional and teaching areas.

12. These by-laws can be revised by a majority vote of full-time tenure-track faculty and one adjunct representative at a Department meeting following submission as an agenda item at least two weeks prior to the meeting where they are considered.