

BYLAWS OF THE CCSU DEPARTMENT OF PHILOSOPHY

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ARTICLE I: PREAMBLE AND MEMBERSHIP OF DEPARTMENT

Section 1: Preamble

The university draws much of its strength from the success with which its departments organize teaching, research and service; develop and strengthen their programs of study; guide and inspire their students; and encourage creativity and scholarship by faculty.

Section 2: Membership

- a. Department members include all full-time tenure track or tenured faculty, one year appointees, and part time faculty.
- b. Voting members of the department shall be all full-time faculty appointed to the department with the rank of Assistant Professor or above. This includes newly appointed tenure track faculty, joint appointees with other departments, and one year appointees, subject to the conditions in (c) below.
- c. Only tenure track and tenured faculty in the Department may vote in department chair elections and participate in the DEC or sabbatical leave committees. All department members are eligible to serve on other departmental committees or appropriate university committees.
- d. Part-time faculty are non-voting members of the department. They may receive copies of departmental agendas and minutes, and present matters to the department at their own request.”
- e. Members of the department whose home department is Philosophy shall be provided with office space, computer equipment, travel funds, and any other matters required for the execution of their functions.
- f. A quorum of the department shall consist of two-thirds of the voting membership who are not currently on approved leave of absence.

ARTICLE II: PERSONNEL

Section 1: The Chairperson

A. Selection

a. The chairperson shall be chosen according to approved university policy and must hold the minimum rank of tenured Associate Professor. The department shall not nominate or elect a person to succeed himself/herself. Any person nominated for chairperson must have tenure or been notified of tenure approval by the University Tenure and Promotion Committee. A candidate must receive a majority vote of the department to be elected.

b. The Department Chair may appoint an Assistant Chair, for renewable terms of one year. Division of duties will be agreed upon by the Chair and Assistant Chair and communicated to the Department. The Chair and Assistant Chair will divide the Chair's reassigned time based on mutual agreement.

B. Duties

The chairperson administers the department based on university procedures and departmental statutes. Duties shall include, but not be limited to, the following:

1. calling and chairing department meetings;
2. maintaining records of department faculty, student majors and minors, and the general affairs of the department;
3. playing a role in the personnel recommendations of the department and in recruiting new faculty;
4. serving as ex-officio voting member of all department committees, subject to any restrictions in this document;
5. in cooperation with members of the department, developing budgets for the department for submission to the appropriate administrative officers;
6. supervising the advisory system for department majors minors, and for other students assigned to the department;
7. in cooperation with members of the department, specifying to the administration the scheduling of the department's classes;
8. aiding and encouraging the professional development of faculty and students within the department;
9. mediating personal and professional disagreements within the department as well as verifying and seeking remedies for complaints;
10. representing the department to the administrative officers of the university.

11. preparing an annual report of departmental and faculty activities.

Section 2: Full-time Faculty.

- a. The department shall recruit and retain a well qualified faculty. Prospective members shall be recommended only after their professional qualifications have been assessed by the search committee and the department as a whole has voted on a final decision.
- b. Faculty members must have timely access to information concerning the quality of their teaching and other duties so that they may identify their strengths and deficiencies. Faculty members shall be encouraged and given a reasonable opportunity to correct deficiencies. Load credit activity, creative activity, productive service to the department and university, and professional activity shall be used as criteria in recommendations for promotion, tenure, renewal and six year professional assessment.

A. Appointments.

1. Department Needs

In consultation with the department, the chairperson shall identify needs for new faculty, and communicate and explain these needs to the appropriate administrative officers.

2. Procedures

- a. When a faculty appointment is authorized in the department, the chairperson shall organize, or appoint a chair of a search committee to organize the search for qualified candidates. The department's procedures for selecting new full-time faculty shall include but not be limited to:
 - (i) review of the complete credentials of the candidate;
 - (ii) an opportunity for the faculty of the department to meet with the candidate;
 - (iii) consultation with representatives of undergraduate majors of the department;
- b. In certain cases, such as at professional conventions or during the summer, interviews with students or with more than one or two faculty may not be possible. Every effort shall be made to have more than one faculty member present for interviews.
- c. Recommendation for appointment to the department of a tenure track member must be approved by majority vote of the voting members of the department.
- d. In the case of a vacancy to a tenure track line which arises while the university is not in session, and for which an emergency one-year appointment is to be made, or for an emergency appointment made available by the dean on short notice or independently of an approved tenure-track search, the chairperson shall consult with each member of the department before making a recommendation for appointment.
- e. The chairperson shall inform new appointees of the duties they are expected to perform and of the university and department criteria to be employed in evaluating their work.

B. Renewal, Tenure and/or Promotion, and Dismissal

1. Procedures

Recommendations for renewal, tenure and/or promotion, sexennial review, or dismissal shall be made to the appropriate administrative officers by a majority vote of the DEC. No recommendation shall be made outside of these normal procedures.

2. Department Evaluation Committee (DEC)

a. The DEC shall be composed of all eligible tenured members of the department who wish to serve, and must maintain a minimum of three members. Tenured members of the department who are under consideration for promotion or sexennial review, or who are on sabbatical leave for any part of the academic year, are ineligible. In the event that there are fewer than three eligible and willing members to serve on the DEC, the department will make an appeal for an additional member from an outside department, following the university policy.

b. A member of the department who chooses to serve on the DEC must agree to serve for all cases under consideration during that academic year; otherwise they are ineligible to serve.

c. The task of chairing the DEC shall be the duty of the immediately prior department chairperson (PDC). If the PDC is temporarily unable to carry out the duties of chairperson, the previous PDC will carry out these duties. If no PDC is available, the current members of the DEC shall elect a chairperson from their membership.

d. According to the deadlines in the AAUP/CSU Contract, and based on information provided by the university human resources department, the DEC shall inform in writing each semester those members who are to be evaluated for renewal, tenure in their penultimate year, or sexennial review.

e. The department chairperson shall make available to all members of the DEC the departmental personnel records of any member being evaluated. In its deliberations, the DEC shall seek and use student and peer evaluations. The DEC shall invite any person evaluated to solicit other peer evaluations. The department chairperson or any other member of the DEC who does not concur with the committee's recommendation shall have the opportunity to append comments to the recommendation.

f. A copy of any DEC recommendation with supporting reasons shall be given to the member upon issuance.

g. The DEC chairperson shall convene, in a timely fashion, whatever DEC subcommittees are required, and appoint a secretary for each subcommittee.

3. Personnel Records

The chairperson shall maintain personnel records for each member of the department of relevant departmental decisions. To keep these records current, the chairperson shall:

- a. solicit yearly reports from all department members concerning their professional activities;
- b. file copies of faculty evaluations, recommendations for change in status or rank, and other material the department considers pertinent to the professional activities of the department members;
- c. make available to department members their departmental records upon request.

4. Student Opinion Surveys

Each member of the department shall use student opinion surveys in each course as approved by the department. These surveys are conducted online in accordance with university procedures. They will be reviewed by the department chair for purposes of professional evaluation. All faculty are expected to submit all data from these surveys to the DEC, upon its request, when under consideration for recommendation for renewal, tenure and/or promotion, or sexennial review. Faculty may omit the department student opinion survey when an alternate CCSU or CSU student opinion survey is used, as in the case of teaching a course for another department or program. In addition to department student opinion survey forms or alternate CCSU or CSU student opinion survey forms, faculty may implement supplemental student opinion survey forms which can be submitted to the DEC for consideration.

C. Teaching Loads, Assignments and Materials

The department shall recommend teaching loads and optimal class sizes to the school. Faculty may teach on-line courses upon consultation with the Department chair, and taking into account the needs of the department.

D. Departmental Meetings

Regular department meetings will be held at least three times each fall and spring academic term. Regular meetings will be called by the chairperson who will distribute the agenda at least three days in advance to all department members. Minutes will be kept of decisions made at each meeting and disseminated to all department members no more than seven days following the meeting. In addition to the chairperson, any two members of the department may call a meeting of the department, provided that all members, including the chairperson, are given one week's notice.

Section 3: Part-time or Temporary Faculty

A. Appointment

The department chair shall recommend to the Dean the appointment of part-time faculty, taking into account departmental needs, and the areas of specialization, teaching ability, and professional experience of part-time faculty.

B. Reappointment

The chairperson will recommend to the Dean the reappointment of part-time instructors taking into further account their student opinion surveys. Part-time and temporary faculty do not have permanent appointments and must be recommended by the department chairperson for reappointment.

C. Obligations

For each course taught, part-time faculty shall submit in a timely manner the following: (i) their course syllabus to the department secretary, (ii) their book order to the university Bookstore, and (iii) their final grade report to the Registrar. The department chair will review a copy of their student opinion surveys.

ARTICLE III: ACADEMIC AFFAIRS

Section 1: Curriculum Procedures

The department acting as a committee of the whole will make all curriculum recommendations to the University Curriculum Committee or to appropriate administrative officers, including courses to be offered on a one-time or trial basis. When a member submits to the department a proposal for a new course or a revision of a current course he or she now teaches, that person will be responsible for preparing the proper forms. A notice of at least one week is required before discussion of a curriculum proposal. If a proposal is approved, the chairperson will obtain the proper signatures and then submit the forms to the University Curriculum Committee or to the appropriate administrative officer. When more than one faculty member teaches the course under consideration, such members shall meet and cooperatively work out the necessary changes and division of responsibilities.

Section 2: Teaching Summer and Winter Session Courses

Department members shall have the option of teaching or not teaching summer and winter session courses, and shall have priority in assignment of courses over part-time faculty. Tenure track and tenured faculty will have priority in assignment of courses based upon seniority.

Section 3: Sabbatical Leaves

The department's Sabbatical Leave Committee shall be made up of the voting members of the department as a whole, excluding the member(s) applying for leave. The committee will review all application materials and vote on whether or not to approve the proposal(s). If applicable, the committee will suggest improvements in writing to the applicant(s).

ARTICLE IV: OTHER AFFAIRS

Section 1: Committees

- a. The department may create such other committees, either separately or jointly with other departments, as are felt necessary.
- b. Besides the DEC, there will be a standing committee on Assessment, and such other committees as are deemed necessary on an *ad hoc* basis. Any *ad hoc* committee that persists for more than one year should be assessed for permanent status.

Section 2: Committee Membership

Except where otherwise indicated, faculty and student members of departmental committees shall be elected by their peers. If either group fails to elect its representatives within a reasonable time period, the chairperson of the department shall appoint them.

Section 3: Request for Explanation

In cases where a department decision or recommendation is not concurred in by the administrator or body to whom it is submitted, the department or its appropriate committee shall request a written explanation for such action.

Section 4: University Committees

All department representatives to university committees shall be elected by majority vote of the department. Such representatives may be recalled by a majority vote of the department (excluding the representative) providing the vote to recall is by secret ballot and occurs no sooner than one week following a department meeting where the representative is given the opportunity to answer all charges. The department chairperson shall call a meeting to initiate recall procedures no later than one week after receiving a request from any member of the department.

Section 5: Interdisciplinary Activities

The Department will support the interdisciplinary activities of departmental members, including, but not limited to Religious Studies, Peace Studies, Women's Studies, Social Justice, Honors Program, African-American Studies, and International Studies.

Section 6: Public Activities

The Department will (i) maintain a website to highlight department activities and news; (ii) have public activities and invite outside speakers on topics of interest; (iii) support on-campus conferences organized by faculty and (iv) support a student philosophy club and its activities.

Section 7: Recommendation For Recall of Chairperson

The chairperson may be recommended for recall from office by a majority vote of the department (excluding the chairperson), provided the vote is by secret ballot and occurs no sooner than one week following a department meeting where the chairperson is given the opportunity to answer all charges. If the vote to recommend recall is in the majority, then a letter shall be sent to the dean expressing the recommendation for recall, and requesting permission to hold department elections in accordance with the department bylaws.

Section 8: Policies

The department may approve such policies as it deems necessary, to be adopted or rescinded by majority vote. One week's notice must be provided before any vote is taken on election or recall of the department chair, major modifications to curriculum, decisions on the hiring of tenure track faculty, and amendments to the bylaws.

Section 9: Amendments

All amendments to these bylaws must be approved at a regularly convened department meeting by a two-thirds majority.