BYLAWS

DEPARTMENT OF PHILOSOPHY AND HUMANITIES
TEXAS A&M UNIVERSITY

ARTICLE I - ELECTION OF OFFICERS

Section One  The elected term of the Department Secretary shall be approximately one year, beginning at the Annual meeting in Fall and ending at the next Annual meeting in Fall.

Section Two  The terms of the appointed officers of the Department, Associate Head, Director of Graduate Studies, Director of Undergraduate Studies and Parliamentarian shall be determined by the Head in consultation with the Steering Committee.

ARTICLE II - DUTIES OF OFFICERS

HEAD

Section One  The Head shall serve as the Administrator of the Department and its Staff.

Section Two  The Head shall serve as the Executive Officer of the Department.

Section Three  The Head shall preside at all meetings of the Department.

Section Four  The Head shall appoint an Associate Head, Director of Graduate Studies, Associate Director of Graduate Studies, Director of Undergraduate Studies, Associate Director of Undergraduate Studies, and Parliamentarian in consultation with the Steering Committee.

Section Five  The Head shall serve as Chair of the Steering Committee.

Section Six  The Head may serve as an ex-officio non-voting member of all Committees and Sub-committees.

Section Seven  The Head shall represent the Department to the administration of the College, and where appropriate to the University and System.

Section Eight  The Head represents the Department at University functions.

Section Nine  The Head represents the Department at public functions.

ASSOCIATE HEAD

Section One  The Associate Head shall perform the duties of Head whenever the Head is absent or unable to serve.

Section Two  The Associate Head shall perform such duties as the Head may designate.

SECRETARY

Section One  The Secretary shall record the business of all regular and called meetings of the Department, including but not restricted to minutes and attendance.

Section Two  The Secretary shall be the custodian of the permanent records of the Department.

PARLIAMENTARIAN

Section One  The Parliamentarian shall perform the functions of a registered parliamentarian as formulated by the National Association of Parliamentarians.

Section Two  The Parliamentarian Chairs the Rules Committee and is a voting member of this committee.
ARTICLE III - ORDER OF BUSINESS

The regular order of business shall be:

A. Opening ceremonies (optional)
B. Determining the quorum
C. Reading (and approval) of the Minutes of the Previous Meeting
D. Reports of the Department officers
E. Reports of the Steering Committee
F. Reports of Standing Committees
G. Reports of Special Committees
H. Special Orders (if any)
I. Unfinished Business - General Orders (if any)
J. New Business
K. Adjournment

ARTICLE IV - STEERING COMMITTEE

Section One Membership of the Steering Committee: The Steering Committee membership shall be composed of the Head, The Associate Head, The Secretary, The Director of Graduate Studies, the Director of Undergraduate Studies, and one member elected from and by each of the following categories of voting members: 1. Full Professors, 2. Associate Professors, 3. Assistant Professors and Instructors.

Section Two Duties of the Steering Committee: The Steering Committee, as a representative of the Faculty to the Head, assists and advises the Department Head in setting Departmental policies. It advises the Department Head on appointments of Departmental officers, as indicated in these Bylaws; on the date of the Annual Meeting; and on other matters of Departmental business about which the Head seeks its advice.

ARTICLE V - THE GRADUATE PROGRAM ADVISORY COMMITTEE

Section One Membership of the Graduate Program Advisory Committee: The Graduate Program Advisory Committee shall be composed of the Director of Graduate Studies, at least one representative from each tenure-track rank represented in the department, and a graduate student representative. (For tenure-track ranks represented by only one member, membership of this committee is optional.) Appointment to the Committee is by the Department Head, in consultation with the Steering Committee and the Director of Graduate Studies.

Section Two Duties of the Graduate Program Advisory Committee: The Graduate Program Advisory Committee assists the Director of Graduate Studies in supervising graduate programs. It acts on all policy matters that require no change in the catalog and no change to any standing departmental document concerning graduate programs. It is chaired by the Director of Graduate Studies. All members have voting privileges, except that the graduate student representative does not vote on matters involving individual student evaluations.

ARTICLE VI - THE COLLOQUIUM AND PUBLIC EVENTS COMMITTEE

Section One Membership of the Colloquium and Public Events Committee: The Colloquium and Public Events committee shall be chaired by the Associate Department Head. The members of the Colloquium Committee shall be appointed by the Head in consultation with the Associate Head and shall be composed from five Department faculty, representing a range of research specializations and with at least one representative from each tenure-track rank represented in the Department. (For tenure-track ranks represented by only one member, membership of this committee is optional.)

Section Two Duties of the Colloquium and Public Events Committee:

A. To arrange a series of Colloquia, including invited as well as local speakers, soliciting input from faculty to ensure that the series reflects the diversity of research specializations in academic philosophy.
B. To organize other public events, as necessary.
C. To see that all related scheduling arrangements are made and to ensure the smooth organization of external speaker visits.

ARTICLE VII - THE COMPUTER AND EQUIPMENT COMMITTEE

Section One Membership of the Computer and Equipment Committee: The Computer and Equipment Committee shall consist of at least two faculty members, appointed by the Department Head, who are knowledgeable about the equipment and computing needs of the Department.

Section Two Duties of the Computer and Equipment Committee: The Computer and Equipment Committee advises the Department Head on the purchase and maintenance of major items of equipment and computer software.
ARTICLE VIII - FACULTY ANNUAL EVALUATION ADVISORY COMMITTEE

Section One Membership of the Faculty Annual Evaluation Advisory Committee: There will be three regular members and one alternate member. All members will be tenured faculty of the Department. Regular members will serve rotating three year terms. The alternate member will serve a one year term.

Section Two Duties of the Faculty Annual Evaluation Advisory Committee:

(A) The Annual Evaluation Advisory Committee shall conduct the peer reviews and the post-tenure peer reviews for the Department.

(B) The Committee shall receive from the Department Head a draft annual evaluation of each faculty member and copies of the relevant materials upon which the evaluation was based.

(C) The Committee shall review each annual evaluation in a timely manner and prepare a responsive report to each evaluation. Minority reports from the Committee are permitted.

(D) Reports from the Committee may
1. Report that the Committee concurs with the Department Head's evaluation.
2. Report that the Committee does not concur with the Department Head's evaluation. In this case, the Committee must indicate precisely what part or parts of the evaluation it disagrees with and present an alternate evaluation. In both types of reports the committee as a whole or individual members of the committee may prepare statements.

(E) The Department Head shall consider the Committee's report(s) as advisory in determining the final evaluation report of each faculty member, with one exception. If the draft evaluation of a faculty member presented by the Head to the Committee is "unsatisfactory," and the Committee, by majority vote, does not concur, the Department Head may not award an unsatisfactory to that faculty member. If both the Head of the Department and the Faculty Annual Evaluation Advisory Committee award a faculty member a rating of "unsatisfactory" that faculty member may appeal the evaluation to the tenured faculty of the Department, which after considering the basis of the evaluation may either uphold or reject the evaluation.

(F) Members of the Committee will recuse themselves when their own evaluation is being considered by the Committee. (This clause is also applicable where potential or actual conflicts of interest could be at issue, for instance if the person being evaluated is a present or former member of the same household as at least one member of the Committee.) At that time the alternate will be seated as a full member of the Committee.

Section Three Selection of the Faculty Annual Evaluation Advisory Committee: Regular and Alternate Members of the Committee will serve on a rotational basis. An initial list of all tenured faculty members, except the Department Head, will be prepared with order arranged by lot. The first three slots become the first three regular members. The fourth slot will become the first alternate member. The next year the fourth slot will become a regular member. The fifth slot will become the alternate member and so on. After serving on the committee as a regular member, the faculty member's name will return to the bottom of the list. New faculty members' names as they obtain tenure, and Department Heads' names, when they return to the teaching and research faculty will be added to the list at a random position following the names of all those currently serving on the committee. At least one Professor and at least one Associate Professor must be included among the regular members.

Section Four Procedural Issues:
1. The Committee shall vote to select a chair during the fall semester and inform the Department Head of the result.
2. As far as circumstances permit, the committee and Department Head should strive to observe the following schedule:
   (i) The Committee meets with the Head to discuss any general issues pertaining to the year’s evaluations.
   (ii) The Head delivers preliminary evaluations and all supporting information to the committee.
   (iii) The Committee meets to discuss the evaluations. The committee may call a further meeting with the Head to discuss specific issues.
   (iv) The Committee delivers its report to the Head. This report should be included with the Department Head’s salary recommendations to the Dean.
   (v) Simultaneous with sending his or her salary recommendations to the Dean, the Head reports to the Committee his or her response to any suggestions made in their report.

ARTICLE IX - THE CURRICULUM COMMITTEE

Section One Membership of the Curriculum Committee: The Curriculum Committee shall have at least three members and shall include the Undergraduate Advisor, the Director of Graduate Studies, and the Departmental Representative to the College Undergraduate Instruction Committee. In the event that two of these offices are held by the same person, the Department Head shall appoint members as needed to bring the number up to a minimum of three.

Section Two Duties of the Curriculum Committee: The Curriculum Committee shall consider all proposals for changes in the Department’s course offerings or curricular requirements, referring them to the full Department for action as appropriate and as required by College and University procedures.
ARTICLE X - THE LIBRARY COMMITTEE

Section One Membership of the Library Committee: The Library Committee, which is appointed by the Department Head, shall be chaired by the Departmental Library Representative and include at least two other faculty.

Section Two Duties of the Library Committee: The Library Committee acts as an advisory committee for the Departmental Library Representative and develops policies and recommendations concerning the University Library and its relationships with the Department.

ARTICLE XI - RULES COMMITTEE

Section One Membership of the Rules Committee: The Rules Committee shall be chaired by the Parliamentarian. Two other faculty members shall be appointed by the Department Head.

Section Two Duties of the Rules Committee: The duties of the rules committee shall be to

A. Maintain at all times up-to-date copies of the Constitution, Bylaws, Standing Rules and precedental procedures adopted and/or practiced by the Department.

B. At least yearly, review the Constitution, Bylaws, standing Rules and precedental procedures and make any recommendations for amendments thereto (if any) deemed to be appropriate.

C. Review all proposed amendments to the Constitution and Bylaws and present recommendations to the Department regarding disposition of proposed amendments.

ARTICLE XII - RULES COMMITTEE

Section One The Climate and Inclusion Committee is established by and functions in accordance with the procedures and regulations of Texas A&M University and the College of Liberal Arts, which are hereby incorporated by reference.

ARTICLE XIII UNDERGRADUATE PROGRAM ADVISORY COMMITTEE

Section One Membership of the Undergraduate Program Advisory Committee: The Undergraduate Program Advisory Committee shall be chaired by the Director of Undergraduate Studies. The Associate Director of Undergraduate Studies shall serve on the Committee, plus three faculty members appointed by the Head, and an undergraduate student representative.

Section Two Duties of the Undergraduate Program Advisory Committee: The Undergraduate Program Advisory Committee acts on all policy matters that require no change in the catalog and no change to any standing departmental document concerning undergraduate programs. All members have voting privileges, except that the undergraduate student representative does not vote on any matters involving individual undergraduate students. The Committee also develops departmental policies and actions concerning the recruitment and retention of undergraduate students and related issues of student welfare.

ARTICLE XIV - PERSONNEL COMMITTEES

Section One The Personnel Committee is established by and functions in accordance with the procedures and regulations concerning promotion and tenure of Texas A&M University, the College of Liberal Arts, and the Department’s own “Guidelines for Personnel Procedures for the Department of Philosophy and Humanities,” which are hereby incorporated by reference.

ARTICLE XV - NOMINATIONS AND ELECTIONS

Section One The three elected members of the Steering Committee shall form a Nominating Committee at the last meeting of the Steering Committee of the Spring Semester.

Section Two The Nominating Committee shall submit no less than one and no more than three nominations for all officers to be elected at the Annual meeting.

Section Three Nominees shall be eligible and shall agree in writing to accept the nomination.

Section Four Election shall be by majority vote. In the event that no candidate obtains a majority vote a run-off election will be held immediately with the candidates in the run-off selected by plurality and the number of candidates in the run-off being twice the number to be elected. However, in the event of a tie for qualification for run-off candidates, all tied candidates will be included in the run-off, even if this results in more than twice as many candidates as positions to be filled. If subsequent run-offs are necessary the same procedure will be followed.

Section Five The Nominating Committee will assist in conducting elections for and recruiting candidates for The Liberal Arts Council and all college wide or university wide offices selected by Department or for which members of the Department are eligible.
Section Six  Nominations for office may also be made from the floor at any appropriate meeting.

Section Seven  Elections for office will be by secret ballot.

ARTICLE XVI - AMENDMENTS

These Bylaws may be amended at any regular or called meeting of the Department by a majority vote of the members present and voting, provided that the amendment has been presented at a previous meeting.

ARTICLE XVII - VACANCIES

Section One  In the event of a vacancy in the office of an elected officer by resignation, disability, death, removal from office or other incapacity if a semester or more than a semester remains in the term of office a new election will be called using the procedure for the original election. If less than a full semester remains the office will be filled by appointment by the Steering Committee.

Section Two  In the event of a vacancy in the office of an appointed officer by resignation, disability, death, removal from office or other incapacity, the position will be filled by the same process employed in the original appointment.

Section Three  Elected officers may be removed from office for nonperformance of duty. In the case of department-wide elected officers, removal will be by two-thirds vote of members of the Department present and voting at a Regular or Special Meeting called for said purpose. In the case of elected officers representing a specific portion of the Department, removal will be by two-thirds vote of that portion of the Department present and voting at a Regular or Special Meeting called for said purpose. Two weeks' notice by mail will be required.

Section Four  Appointed officers serve at the pleasure of the appointing officers with appropriate consultation.

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