

Department of Sociology & Anthropology Bylaws

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I. Membership

A. Faculty Ranks and Definition

The Sociology and Anthropology faculty will include all bargaining unit faculty with appointments at the following ranks in the department: Instructor, Visiting Assistant Professor, Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, and Professor. Unless otherwise specified, references to “faculty” in these bylaws refer to both full-time TET and NTE faculty. The Sociology and Anthropology faculty also includes a department chair, who is non-voting, and where indicated, may serve as an *ex officio* member of various department committees.

B. Voting membership

The voting membership of the department includes all its bargaining unit faculty, each of whom is entitled to one vote for issues on which the individual is eligible to vote.

C. Adjuncts

The Sociology and Anthropology utilizes part-time adjunct instructors who teach a variety of courses. Adjunct instructors are not voting faculty in the department. They are, however, invited to attend all official department functions and open meetings.

D. Emeritus Faculty

Retired faculty who have been granted emeritus status continue to be affiliated with the department and may teach upon occasion. Emeritus faculty are not voting members of the department, but are invited to attend all official departmental functions and open meetings.

E. Staff

The Department of Sociology & Anthropology may include a number of professional support staff, among them classified staff, who are responsible for managing the department office. Staff

personnel are not voting members of the department, but are to attend open meetings and are invited to attend all official departmental functions.

II. Organization

A. Department Faculty Meetings

The department faculty will use department meetings to make recommendations for decision-making. All deliberations, unless otherwise specified, will adhere to the procedures outlined in Robert's Rules of Order, and recommendations will be passed by simple majority vote.

B. Calling Meetings

There shall normally be at least three meetings of the faculty each semester (excluding summer), called by the Chair of the department. The Chair can also call additional meetings as necessary. A meeting will also be called when four voting members of the department faculty request it.

An agenda for each meeting will be circulated by the Chair at least 48 hours prior to the meeting. Faculty may suggest agenda items to the Chair before the agenda is circulated. Items can be added to the agenda by departmental vote at a meeting or by petition of a majority of the faculty. A quorum is defined as a majority of the bargaining unit faculty in the department. Written minutes shall be kept of each meeting.

Voting will be by open response except where otherwise stated in these bylaws, or a faculty member requests that the voting on a particular issue be by secret ballot.

C. Committees

Departmental Committees work to further the business of the department. Their nature and membership are specified below. With the exception of the Promotion and Tenure Committee, any bargaining unit faculty member may serve on the committees, and if eligible, may serve as committee chair. If members cannot serve their entire terms, new members can be elected or appointed, as is appropriate to the basis for their original formulation.

1. Faculty Governance Representatives

Consistent with the College bylaws, the department faculty will be represented in the College Senate by a member chosen by majority vote for a two-year term. The department will provide faculty to serve in the appropriate constituency slots in College and University committees.

2. Promotion and Tenure Committee

a. Membership

The membership of this committee shall be Bargaining Unit faculty at the rank of Associate Professor or higher and the Department Chair as a non-voting member. All tenured faculty will discuss and vote on cases involving promotion from assistant to associate professor

Only full professors will vote on promotion to full professor, and associate professors may discuss but not vote. If there are not three faculty of appropriate rank qualified to vote under these conditions, then additional tenured, bargaining unit Associate or full Professors from other departments will be selected by the Promotion and Tenure Committee, after it has received recommendations from the candidate(s). Only full professors are eligible to serve as chair in a year when an Associate Professor is being considered for full professor, and faculty must have served on the committee at least one full year before being eligible to serve as chair. With these two restrictions, the chair of the committee shall be the person who has served on the committee the longest time without being or since being chair. Exceptions to the rotation may be made for faculty on professional development, medical, family or any other leave approved by the CBA. Faculty may not decline or continually defer chairing the committee for any other reasons unless recommended by the Dean and approved by majority vote of the P and T Committee

b. Duties

The Promotion and Tenure Committee will evaluate candidates for promotion and tenure, and submit a written recommendation on each case using the criteria in Section V of these bylaws, as well as guidelines provided in the CBA. It will provide an annual statement to each untenured TET department member on their progress toward promotion and tenure. It will provide statements as requested to each Associate Professor on their progress toward promotion if requested. The committee will arrange with the Faculty Development Committee for the annual peer evaluation of teaching for untenured TET faculty. The Committee, the Department Chair, and the individual who is reviewed will be provided with copies of the peer evaluation reports. The Chair will use them in the annual evaluation, while the Committee will use them in its statement of progress toward promotion and tenure.

3. Faculty Development Committee

a. Membership

The Faculty Development Committee shall be composed of three tenured faculty, including at least one sociologist and at least one anthropologist. Members are elected annually at the last scheduled department meeting of the academic year, and members shall elect their own committee chair.

b. Duties

If a TET faculty member asks for assistance to improve his/her teaching, or if peer reviews indicate that improvement is needed, the Faculty Development Committee will work with the faculty member to effect improvements.

Members of the Faculty Development Committee will conduct annual peer reviews of teaching of all untenured TET faculty members in accordance with the CBA. The peer review will include examination of course syllabi, tests, classroom observations, and other available materials. If the review of these materials indicates that there are significant problems in teaching, then additional classroom visits by one or more members of the Faculty Development Committee will be arranged.

c. Additional Duties

The Faculty Development Committee will appoint mentors for newly-hired faculty by adhering to the following Mentoring Plan:

- Eligible Mentors should include tenured faculty or senior lecturers where available, and should not include retired faculty (whose familiarity with current policies and practices may be dated). The Department Chair will maintain a list of those currently serving.
- The Faculty Development Committee will assign a faculty mentor from among those available to serve, to a newly-hired faculty member.
- Newly hired untenured TET faculty will be mentored by a tenured faculty member. Wherever possible, newly hired NTE faculty will be mentored by those at the rank of lecturer or senior lecturer. The FDC shall assign mentors upon the completion of the hiring process. The Department Chair is responsible for notifying the protégés in writing of the names of their assigned mentors.
- New faculty hires will be given training/orientation by the Department Chair to familiarize her/him with the bylaws and the CBA.
- Responsibilities of the mentor will include, but not be limited to:
 - a) Familiarizing the protégé with the institutional environment
 - b) Developing and maintaining a research/publishing agenda to assure success in promotion/tenure
 - c) Developing appropriate and effective teaching materials and techniques.
 - d) Familiarizing the protégé with the Promotion and Tenure process.
 - e) Offering advice on maintaining an effective work/life balance
 - f) Development of professional networks within and (where possible) beyond the university.
- The initial term of a mentor will normally be for a one-year period, New assignments will be made every year, until the protégé is tenured or promoted. Reassignments will be made as needed in a timely manner. It is expected that a junior person may also seek guidance from other members of the department and from persons outside the department.
- A mentoring assignment will be considered as a major service undertaking. The mentor should document specific accomplishments in assisting the protégé in her/his development, and report these accomplishments as part of his/her annual FAR

5. Anthropology Curriculum Committee

a. Membership

The Anthropology Curriculum Committee shall be composed of all NTE and TET Anthropology faculty. A committee chair shall be elected annually by the members. The department chair, if an anthropologist, will serve as an ex officio, non-voting member of this committee.

b. Duties

The committee makes recommendations concerning curricular issues, including, but not limited to, scheduling, new courses, and program revisions, such as:

- a. reviewing and making recommendations on all proposals for new courses and all proposals for revision or deletion of courses carrying undergraduate credits.
- b. reviewing and making recommendations on all proposals for changes in departmental graduation requirements.
- c. reviewing and making recommendations on all proposals to change the format or mode of course delivery, such as ensuring the quality and program relevance of on-line courses undergoing development
- d. reviewing and revising any suggested cross-listed courses.
- e. consulting with the Department Chair in assessing the need for, hiring and evaluating adjunct faculty
- f. reviewing and making changes to academic standards for admission into anthropology courses and the major overall, such as prerequisites and minimum GPAs.
- g. making recommendations concerning the graduate curriculum by members of the committee who are also members of the Graduate Faculty. If there are not at least three Anthropology faculty who are members of the Graduate Faculty when a graduate issue arises, the Committee will invite one or more members of the Graduate Faculty from Sociology to bring the total to three.

6. Anthropology Assessment Committee

a. Membership

The Anthropology Assessment Committee shall be composed of at least 3 members of the anthropology faculty.

b. Duties

The committee makes recommendations concerning annual program assessments and accreditation reviews. If the department or a program is undergoing a major accreditation evaluation, the committee may recommend to create additional *ad hoc* committees to complete any additional procedures or expand its membership.

7. Sociology Curriculum Committee

a. Membership

The Sociology Curriculum Committee shall be composed of at least three members of the Sociology faculty, including where feasible at least one TET and one NTE faculty member, each of whom serve two years, with one member serving with a term that expires in a year different from the other two. A committee chair will be elected annually by the committee members. The department chair, if a sociologist, will serve as an *ex officio*, non-voting member of this committee. Committee members are elected at the last scheduled faculty meeting of the academic year.

b. Duties

The committee makes recommendations concerning curricular issues, including, but not limited to, scheduling, new and revised courses, and program revisions, such as:

- reviewing and making recommendations on all proposals for new courses and all proposals for revision or deletion of courses carrying undergraduate credits.
- reviewing and making recommendations on all proposals for changes in departmental graduation requirements.
- reviewing and making recommendations on all proposals to change the format or mode of course delivery, such as ensuring the quality and program relevance of on-line courses undergoing development
- reviewing and revising any suggested cross-listed courses.

- consulting with the Department Chair in the assessing the need for, hiring and evaluating adjunct faculty
- reviewing and making changes to academic standards for admission into the sociology courses and the major overall, such as prerequisites and minimum GPAs.
- making recommendations concerning the graduate curriculum by members of the committee who are also members of the Graduate Faculty. If there are not at least three sociology faculty who are members of the Graduate Faculty when a graduate issue arises, the Committee will invite one or more members of the Graduate Faculty from Anthropology to bring the total to three.

8. Sociology Assessment Committee

a. Membership

The Sociology Assessment Committee shall be composed of at least three members of the sociology faculty.

b. Duties

The committee makes recommendations concerning annual program assessments and accreditation reviews. If the department or a program is undergoing a major accreditation evaluation, the committee may recommend to create additional *ad hoc* committees to complete any additional procedures or expand its membership.

9. Student Affairs Committee

a. Membership

Membership of the Student Affairs Committee is composed of three bargaining unit faculty, including at least one Sociologist and one Anthropologist, who are elected annually at the last scheduled faculty meeting of the academic year.

b. Duties

The Student Affairs Committee makes recommendations concerning the distribution of scholarship funds and the naming of alumni who may be honored by departmental awards, collects information to be disseminated in the department newsletter, and hears student petitions.

10. Search Committee

a. Membership

- b. A Search Committee is formed when an opening in the faculty ranks exists or a faculty line is offered by the Administration. It will include at least three bargaining-unit members who are elected at a department faculty meeting. For an Anthropology or Sociology opening, at least two Anthropologists or Sociologists will be asked to serve. At least one NTE faculty will serve on a committee for a search for an NTE position. Duties

The Search Committee recommends a position description to the Chair and it assists with the processing of all Affirmative Action documents related to the search. Only position descriptions agreed upon by the committee, chair and administration will be tendered. It recommends to the Chair and to faculty at a departmental meeting a short list of candidates it regards as most highly-qualified for the open position. The faculty then recommends to the Chair a short list of candidates, of a length specified by the Chair, to be invited to the campus for interviews.

Following interviews, the faculty and the search committee recommend a ranking of the candidates to the Chair and Dean

10. Website Committee

a. Membership

The Website Committee shall be composed of at least 3 members of the faculty, preferably at least one sociologist and one anthropologist.

b. Duties

The committee is responsible for coordinating with responsible parties in CATS to maintain and update the Department website, and makes recommendations concerning emerging technology used to disseminate information about the department and its programs. The committee will also coordinate and facilitate training in the use of technology useful to the department in furthering its mission.

11. Awards Committee

a. Membership

The Awards Committee shall be composed of at least 3 members of the faculty, preferably at least one sociologist and one anthropologist and at least one TET and one NTE faculty.

b. Duties

The committee is responsible for identifying potential recipients of faculty, staff, student, and alumni departmental awards and making recommendations to the department. The committee will also identify university-wide awards, investigate eligibility criteria and due dates, and initiate and prepare letters of support for eligible students, staff and faculty. Department members are also encouraged to forward names of potential nominees for consideration for awards, and notify the committee of new awards for which department members may be eligible.

- When asked by a candidate for a statement of support, the Faculty Development Committee shall evaluate faculty requests for Professional Development Leaves.

12. Ad Hoc Committees

Ad hoc Committees may be formed for specific tasks or to fulfill specific needs. These committees will be formed by the Chair or the bargaining unit faculty, and will make recommendations concerning their task or the need they address to the faculty and/or the Chair, as indicated when the committee is formed.

III. Summer Teaching

Faculty will make their availability to teach in the summer known to the Chair each year. The Chair will then adhere to the procedures outlined in the CBA.

IV. Annual Evaluation

1. Annual Merit Review-Teaching and Service

The department Chair will annually evaluate all bargaining unit faculty members for merit in teaching and service and for annual teaching load, utilizing the criteria and procedures set forth in the CBA.

Faculty will annually submit a Faculty Activity Report to the Chair, providing the materials called for in the CBA. Faculty are encouraged also to include with their Faculty Activity Reports an updated Curriculum Vitae, course syllabi, indications of teaching success, copies of any publications or other scholarly materials (e.g. papers presented) claimed for that year (TET faculty only), and any other materials they desire. The Department Chair will evaluate each area of each faculty member's professional activity using the materials provided.

2. Annual merit review- Scholarship (TET Faculty Only)

The Department of Sociology and Anthropology recognizes that scholarship can take any number of recognizable forms within an academic setting, and that department members will have engaged in multiple facets of research, collating of existing knowledge, applying knowledge, and teaching. Yet, in annual assessment, we give highest priority in scholarship to original outcomes presented through artifacts that usually take the form of peer-reviewed print publications and other discipline-recognized media. While the following annual criteria will extend recognition to nearly any evidence of active scholarship, the highest scores will be reserved for scholarship that will most likely lead to promotion.

To receive a score of **1 (Adequate)** in scholarship, a faculty member must

- keep current with scholarship in an appropriate professional field germane to sociology and/or anthropology.
- demonstrate that currency by attending a conference, chairing a panel, delivering local lecture(s) or presentation(s) on ongoing research, engaging in ongoing research and writing, or the equivalent.

To receive a score of **2 (Meritorious)** in scholarship, a faculty member must

- keep current with scholarship in an appropriate professional field germane to sociology and/or anthropology.
- demonstrate that currency by delivering a scholarly paper or poster at a national or international academic conference, chairing a panel, delivering extramural lecture(s) or presentation(s) on ongoing research, engaging in ongoing research and writing, or the equivalent.
- go beyond the demonstration of scholarly competence, by publishing one or more reviews, publishing an article or articles for a reference work, editing an academic series, submitting a scholarly article to a peer-reviewed academic journal, submitting an application to a competitive external granting agency, preparing an ethnographic film, or conducting research for an external agency or foundation, revising and republishing a previously published article, book or textbook, revising and collecting previously published works in a single volume or the equivalent.

To receive a **3 (Outstanding)** in scholarship, a faculty member must

- keep current with scholarship in an appropriate professional field germane to sociology and/or anthropology.
- demonstrate that currency by delivering a scholarly paper or poster at a national or international academic conference, chairing a panel, delivering lecture(s) or presentation(s) on ongoing research, engaging in ongoing research and writing, or the equivalent.
- demonstrate professional originality and independence by publishing an article in a peer-reviewed academic journal, publishing a chapter in a peer-reviewed academic book with a recognized university or academic press, publishing an external report to a government agency or private foundation, debuting a documentary film, editing a peer-reviewed scholarly book or scholarly journal special issue, publishing a white paper, cultural resource management study or community service outcome or needs assessment, publishing a textbook, chapter in a textbook simulation of institutions or society, teaching module, or the equivalent.

To receive a **4 (Extraordinary)** in scholarship, a faculty member must

- keep current with scholarship in an appropriate professional field germane to sociology and/or anthropology.
- demonstrate that currency by delivering a scholarly paper or poster at a national or international academic conference, chairing a panel, delivering lecture(s) or presentation(s) on ongoing research, engaging in ongoing research and writing, or the equivalent.

- demonstrate professional originality and independence by publishing a peer-reviewed academic book with a recognized university or academic press, or at least **two** of the following:
 - Publishing an article in a peer-reviewed academic journal, or chapter in a peer-reviewed academic book with a recognized university or academic press,
 - publishing an external report with substantively original data or analysis to a government agency or private foundation,
 - presenting a documentary film
 - editing a peer-reviewed scholarly book or scholarly journal special issue,
 - publishing a white paper, cultural resource management study or community service outcome or needs assessment
 - publishing a textbook, chapter in a textbook simulation of institutions or society, teaching module, or the equivalent.

A score of **0 (Unsatisfactory)** in scholarship will be given to any faculty member who cannot satisfy the requirements for an Adequate evaluation.

Evidence for the Evaluation of Scholarship

Faculty may claim a work for purposes of merit (above the level of “adequate”) in more than one year. For example, an article or manuscript may be reported in year one as being “in preparation” or “under review;” in year two it may be reported as having been “accepted” or “published.” It is useful for faculty to list both in order to establish their ongoing commitment to keeping current with their professional fields, and to keep the Promotion and Tenure Committee informed of progress towards promotion.

In support of all claims of merit in scholarship, the faculty member must submit the following:

- For all published works: a copy of the publication
- For all works listed as accepted but not yet published: a printed or electronic copy of the accepted manuscript and the letter of acceptance, or galley proofs of the printed publication
- For all conference papers: a printed copy of the manuscript
- In addition, all faculty may submit a statement describing their research program, manuscripts and peer reports, datasets or fieldnotes, and publication plans, as a way of placing in context the performance for a given year.

V. Promotion and Tenure for TET BUFMs

A. In the Department of Sociology and Anthropology, it is the candidate who is primarily responsible for securing a recommendation for promotion and/or tenure. This responsibility involves completing all of the tasks for candidates specified in the TET CBA by the dates specified therein, some of which are listed below. Candidates must:

- Notify both the department Chair and the promotion and tenure committee that the individual seeks such promotion and/or tenure, except when the Promotion and Tenure Committee initiates the process pursuant to the CBA.
- Submit to the Promotion and Tenure Committee the names of five recommended external referees who can review the case in a clearly unbiased manner. A brief biographical overview of the potential referees including their institutional affiliation, rank, and areas of expertise must also be provided. Early in the calendar year in which they anticipate the promotion and tenure process to begin, Candidates should refer to the CBA for the exact dates by which the tasks for candidates specified in the TET CBA must be completed.
- Gather the necessary documentation to support the case.
- Submit to the current Promotion and Tenure Committee chair all materials to be sent to outside reviewers.
- Submit to the Department Chair the complete P&T document along with other materials required by the CBA.

B. Criteria for promotion and tenure

1. A recommendation for promotion and/or tenure must be based on the following criteria regarding teaching, scholarship, and service, and shall take into account letters from outside reviewers.

2. For promotion to Associate Professor

a. Teaching

Over the probationary period the candidate should have compiled a record of consistently effective or steadily improving teaching and advising. By at least the end of the probationary period there should be strong evidence of successful teaching, which normally includes strong student and peer evaluations, and may include other evidence submitted by the candidate. The faculty member must have contributed to the teaching mission of the department.

b. Scholarship

A candidate for promotion and tenure should have substantial evidence of a continued program of serious independent scholarship, coupled with proof of peer acceptance by the publication of his/her scholarly work. Published scholarship is necessary for promotion and tenure in the department of Sociology and Anthropology. This scholarship may take many forms, but there must be evidence of an ongoing program of research, presentation of research to scholarly

audiences at meetings, submission and publication of work, or professional involvement in the candidate's discipline. Scholarship submitted as evidence of the candidate's worthiness for a recommendation of promotion and tenure must include substantial work done while a member of the department of Sociology and Anthropology at Wright State. Although credit is given for research done prior to appointment at Wright State, evidence of ongoing scholarship while at Wright State must be present in the record.

The general practice in the department is that the publication of four peer-reviewed scholarly articles (at least two of them published while at Wright State University) in well-respected, scholarly journals, or a written (not edited) scholarly book published by a reputable press is needed for promotion and tenure, assuming all other criteria are met. A chapter in a peer-reviewed academic book is normally considered equivalent to a peer-reviewed scholarly article. Collaborative scholarship normally requires as much effort as single-author scholarship, and so co-authored works are generally credited fully to the individual. To ensure that the candidate has established a program of independent scholarship, however, at least two of the four required peer-reviewed works must be first authored or single authored.

Evidence of Successful Scholarship

The candidate must provide copies of all publications. Works accepted but not yet published must be provided in the form of galley proofs or typescripts with a letter of acceptance. The candidate must provide the Promotion and Tenure Committee with a list of five potential outside reviewers qualified to evaluate the quality of his or her work. The Committee will solicit letters from three of these reviewers. If the Committee cannot find three appropriate and available reviewers from the candidate's initial list, the candidate will provide additional names as requested, until the committee can find enough appropriate and available reviewers. The reviewers should be scholars qualified in the candidate's field, and who were not part of a candidate's graduate evaluation committees.

The letters will be used to help gauge the candidate's contributions to his or her field.

c. Service

Although candidates for promotion to Associate Professor are neither expected nor encouraged to have extensive involvement in service activities, ongoing effective participation in departmental and some college, university or community service is expected for promotion. In no case will service substitute for deficiencies in teaching and/or research. A candidate for promotion must list service accomplishments on his/her curriculum vitae (required as part of the promotion and tenure document). The candidate may also include any testimonials, solicited or unsolicited, relating to service as part of an appendix to the promotion and tenure document.

C. Criteria for promotion to Professor

Promotion to Professor is the culmination of an academic career, involving excellence in all areas of evaluation. There is no exact time frame for recommendation to this rank. Candidates for Professor should show a consistency of achievement in the three areas outlined below for several years prior to seeking a recommendation from the department.

1. Teaching

Professors should not only be excellent teachers, but they should be role models for others in the department. They should have maintained high and appropriate standards in their classes, advised and taught students with great success overall, and taken the lead to develop appropriate and effective teaching materials and, as needed, new and revised courses.

2. Scholarship

For recommendation to the rank of Professor, a candidate should present evidence of achievements since his/her promotion to Associate Professor which have been evaluated positively by his/her peers in his/her given field. Evidence should include either (1) the publication of four substantial articles in well-respected refereed journals or (2) a written (not edited) scholarly book published by a reputable press. The candidate should also demonstrate participation at national and/or international conferences, as well as at least one of the following: positive citation by others of his or her published work in books or scholarly publications in major journals, or the award of major research grants. A chapter in a peer-reviewed academic book (but not textbook) is normally considered equivalent to a peer-reviewed scholarly article.

The candidate must provide the Promotion and Tenure Committee with a list of five potential outside reviewers qualified to evaluate the quality of his or her work. The Committee will solicit letters from three of these reviewers. If the Committee cannot find three appropriate and available reviewers from the candidate's initial list, the candidate will provide additional names as requested, until the committee can find enough appropriate and available reviewers. The reviewers should be scholars qualified in the candidate's field, and who were not part of a candidate's graduate evaluation committees. The letters will be used to help gauge the candidate's contributions to his or her field.

3. Service

A candidate for Professor must show evidence of continuing substantial service on behalf of the university, such as faculty governance, as a committee chair, or as a member of the Faculty Senate. Mentoring and leadership of student organizations over a long period of time is another indicator of continuing substantial service. The service record should document specific accomplishments in service roles.

Work in the community at large, or for the individual's discipline, is also an important required aspect of service for Professors. Examples may include leadership roles on boards of local organizations, professional organizations, journal editorial boards, and contributions to successful community initiatives.

VI. Faculty Involvement in Governance

A. Evaluation and Selection of the Department Chair

Recognizing that evaluation and selection of the Chair rests with the Dean, the Bargaining Unit Faculty will participate in the review of the department chair and provide recommendations to the Dean on the appointment of a new chair.

1. Evaluation of the Chair

The Bargaining Unit Faculty will participate in the review of the Department Chair conducted by the Dean's office. Pursuant to the collective bargaining agreement, the Bargaining Unit Faculty will respond to questions posed in the review and give information about the Chair's performance, including, but not limited to, shaping missions and strategic plans, building consensus, departmental operations and problem solving, budgeting, scheduling courses, assisting with research initiatives, fundraising, fostering collaboration, and advocating for the department.

2. Recommendation of a New Chair

a. When a vacancy in the office of chair is anticipated the department will determine which of its members are willing to serve as chair, inviting each interested person to meet with the department and outline his or her vision for the department. After interviewing these candidates, the department will vote by secret ballot on which candidate or candidates to recommend to the dean. The names of the candidates and the results of the ballots will be communicated to the Dean in writing. If a BUFM requests it, a meeting of the Bargaining Unit Faculty with the Dean will be scheduled by the Chair of the Promotion and Tenure Committee to discuss how the Bargaining United Faculty give advice regarding the naming of a chair to the Dean.

b. If an external search is authorized, an *ad hoc* Chair Search Committee will be formed from the Bargaining Unit Faculty to make recommendations about job description, hiring criteria, and advertising.

c. It is requested that the Dean announce and explain his or her decision in writing with the Bargaining Unit Faculty.

B. Departmental Governance

Should the Bargaining Unit Faculty have concerns involving the Chair's administration of the department, the Bargaining Unit Faculty have the responsibility to address these concerns to the Chair.

- Whenever necessary the Bargaining Unit Faculty will make recommendations to the department Chair on matters of concern.
- The department Chair will keep the department faculty informed regarding the disposition of any requests or recommendations.

VII. Amendments

Amendments to these bylaws may be made in accordance with the CBA. Amendments must be introduced in written form at a regular faculty meeting and voted on at a subsequent regular faculty meeting.