

## BYLAWS

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### DEPARTMENT OF PHILOSOPHY AND HUMANITIES TEXAS A & M UNIVERSITY

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#### ARTICLE I - MEMBERSHIP

##### Section One - Full Members

- A. All persons with tenure in the Department, as well as tenure-track faculty in the Department, are Full Members.
- B. Full Members shall have all privileges and responsibilities of membership.

##### Section Two - Full Instructional Members

- A. All Instructional Assistant/Associate/Full Professor holding full-time appointments in the Department are Full Instructional Members.
- B. Full Instructional Members have the same privileges and responsibilities as Full Members except the right to vote on hiring and promotion of tenure track faculty. Their right to vote includes decisions on hiring of and (as appropriate to rank) promotion of instructional track faculty.

##### Section Three - Associate Members

- A. Emeritus faculty, retired faculty, and faculty with term appointments are Associate Members.
- B. Associate members shall have responsibilities of membership appropriate to their association with the Department, and all privileges of membership except voting rights.

##### Section Four - Honorary Members

- A. Upon recommendation of the Department Head, the Department may select persons who have made extraordinary contributions to the program and/or reputation of the Department for the office of Honorary Member of the Department.
- B. Honorary members have no specific duties or privileges. However, they may be given privileges and appropriate recognition at the discretion of the Department, except voting rights.

## ARTICLE II - MEETINGS

- Section One      The Department has yearly official sessions beginning and ending at the Annual meeting.
- Section Two      The Annual Meeting of the Department shall be held in or near to the first week of the Fall semester at a date selected by the Head in consultation with the Steering Committee.
- Section Three     Regular meetings, to be held at least once each semester, will be held as often as necessary to conduct the business of the Department.
- Section Four     Meetings may be called by the Head, by a majority vote of the Steering Committee or by petition of at least 20% of the voting members. The petition will be presented to the Secretary.
- Section Five     The Head will notify all members of all annual, regular or called meetings at least seven days prior to the date of the meeting.

## ARTICLE III - QUORUM

- Section One      The quorum will be a majority of all full members of the Department excluding members who are on leave of absence. However, if members who are on leave of absence attend a meeting, they do count toward the quorum.
- Section Two      The Secretary shall record attendance at all meetings.
- Section Three     Proxy participation or voting is not permitted.
- Section Four     Full Members and Full Instructional Members are permitted to vote on all Departmental matters appropriate to their position as defined in these Bylaws *except* the Department Head and anyone else with an administrative role that leads them (a) to have a voting role with respect to cases at hand or (b) to have an advisory role to someone with such a voting role.
- Section Five     Only qualified faculty who are present at a Department meeting are allowed to vote on Departmental matters. To be present at a Department meeting, one must be in the room physically or virtually (by means of a live audio or audio-visual presence). Faculty who miss votes on faculty tenure, hiring, and promotion due to medical emergencies, official university travel, or other comparable situations may, prior to the meeting if at all possible, request an absentee ballot from the chair of the tenure/promotion/hiring committee, explaining why attendance is not possible. The expectation is that this request will be granted in appropriate circumstances. Those voting by absentee ballot are expected to inform themselves on the discussion that took place at the meeting and to read carefully all relevant materials before voting.

## ARTICLE IV - ORDER OF BUSINESS

- Section One

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 Standing Committees
- F. Reports of Special Committees
- G. Unfinished Business
- H. New Business
- I. Adjournment

#### ARTICLE V - 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, the University and System.
- Section Eight The Head represents the Department at University functions.
- Section Nine The Head represents the Department at public functions.
- Section Ten If the Department Head is unable to agree with a recommendation made through a departmental vote, he or she should give an explanation to the faculty, unless the issue pertains to promotion and tenure or other similar personnel issues. In cases of disagreement, the Department Head should include the vote of the faculty when reporting to the College and the University.

##### 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.

##### 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 VI - 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 VII - STEERING COMMITTEE

- Section One The Steering Committee 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 The Steering Committee 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 VIII - THE GRADUATE PROGRAM ADVISORY COMMITTEE

- Section One 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. Any proposed substantial curricular change should be forwarded to the Department for consideration.

## ARTICLE IX - THE COLLOQUIUM AND PUBLIC EVENTS COMMITTEE

- Section One 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 consist of five Department faculty members, 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 X - THE COMPUTER AND EQUIPMENT COMMITTEE

Section One 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 and other relevant entities within the University on issues pertaining to computers, computer software and other types of equipment.

#### ARTICLE XI - FACULTY ANNUAL EVALUATION ADVISORY COMMITTEE

Section One The Faculty Annual Evaluation Advisory Committee shall have three regular members and one alternate member. All members will be tenured faculty of the Department. Regular members will serve rotating three year terms, as explained in Appendix A. The alternate member will serve a one year term.

Section Two Duties of the Faculty Annual Evaluation Advisory Committee:

(A) The Faculty Annual Evaluation Advisory 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. The evaluation will be performed in accordance with the criteria explained in Appendix B.

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

(C) 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.

(D) 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 Head awards a faculty member a rating of "unsatisfactory" that faculty member may, before the evaluation is finalized, ask the tenured faculty of the Department to evaluate the faculty member. The written report by the tenured faculty is advisory, but must be considered by the Head before a final decision is made.

(E) 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 spouse of at least one member of the Committee.) At that time the alternate will be seated as a full member of the Committee.

Section Three 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 XII – POST TENURE REVIEW COMMITTEE

Section One Membership of the Post Tenure Review Committee: The procedure for appointing members to the committee is the same as for the Faculty Annual Evaluation Advisory Committee (see Appendix A), with two exceptions: (i) The committee shall have five members instead of three (and no alternate member), and (ii) all members shall hold the same rank, or higher, as the faculty member being evaluated.

Section Two The Post Tenure Review Committee shall conduct the post-tenure peer reviews for the Department in accordance with University Rule 12.09.99.M2 and as specified in Appendix C "Post Tenure Review".

Section Three The Committee's report(s) is binding in determining the final evaluation report of each faculty member, with one exception. If the draft evaluation of a faculty member presented by the Committee is "unsatisfactory," that faculty member may ask all tenured faculty of the Department with the same rank or higher to consider the basis of the evaluation and vote to either uphold or reject the evaluation.

#### ARTICLE XIV - 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 XV - 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 Bylaws, Appendices and precedential procedures adopted and/or practiced by the Department
- B. At least yearly, review the Bylaws, Appendices and precedential procedures and make any recommendations for amendments thereto deemed to be appropriate.
- C. Review all proposed amendments to the Bylaws and Appendices and present recommendations to the Department regarding disposition of proposed amendments.

#### ARTICLE XVI – CLIMATE AND INCLUSION 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 XVII 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. Any proposed substantial curricular change should be forwarded to the Department for consideration.

#### ARTICLE XVIII - 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 XIX - 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 fewer 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 the departmental representatives for The Liberal Arts Council and all college wide or university wide offices selected by the Department.

Section Six        Nominations may also be made from the floor at any appropriate meeting.

Section Seven       Elections will be by secret ballot.

#### ARTICLE XX - 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.

ARTICLE XXI - PARLIAMENTARY AUTHORITY

The parliamentary authority for all meetings of this organization, including, annual, regular, called, special, committee and sub-committee meetings shall be *Robert's Rules of Order, Newly Revised*, provided that *RNR* is not inconsistent with the laws and regulations of the State of Texas, The Texas A & M University System, Texas A & M University, The College of Liberal Arts, or the Department Bylaws.

ARTICLE XXII – AMENDMENTS

Section One Articles I, II, III, IV, V, VI and XXII may be amended at any regular or called meeting of this organization by two-thirds of the members present and voting, provided that the amendment has been presented at a previous meeting or has been distributed to the full membership thirty days prior to the meeting.

Section Two All other Articles 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.

Approved by Faculty in Dept of Phil – 2016-11-16. Amended. 2019-11-05. Amended 2021-05-05.

Approved by College of Liberal Arts – date

Approved by Dean of Faculties – date

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