

Bylaws of the Department of Philosophy January 25, 2019

This document contains the bylaws voted on and approved by the Department of Philosophy at the University of Massachusetts Amherst on September 8, 2017. Procedures for amending or replacing these bylaws are included below.

1. Bylaws Concerning Departmental Committees

1.1 Personnel Committee

- a. All permanent tenure system faculty, except the department chair and other members of the administration (if any), are members of the Personnel Committee (PC); visiting faculty are not members. The chair of the PC is elected by the PC. There are no graduate student observers on the PC.
- b. All members of the PC, including untenured faculty, vote on all issues except personnel actions concerning current faculty members, on which only tenured members vote.
- c. In order to vote on a personnel action a faculty member must either be physically present at the meeting or participate in discussion through teleconferencing. If a faculty member knows that they will be unable to either attend or teleconference into a particular meeting concerning a personnel action, they may write up their view on the matter and give it to the chair of the meeting to be read at the meeting.

1.1.1 Sub-Committee on Raises and Evaluations

- . This sub-committee will be chaired by the chair of the PC and will include two other members elected by the PC. When possible, the sub-committee will include members of different ranks. Its charge is to act on behalf of the PC to recommend merit raises and also read and comment on AFR's.

1.2 Graduate Admissions Committee

- a. The chair of the Graduate Admissions Committee is appointed by the department chair, but is usually the Graduate Program Director. There are usually four additional members, appointed by the department chair, but there can be more.
- b. The Admissions Committee is responsible for admitting a class of qualified graduate students each September.

1.3 Curriculum Committee

- . The chair of the Curriculum Committee is appointed by the department chair, and is usually the Director of Undergraduate Studies. The other members are appointed by the department chair.

The Curriculum Committee, in consultation with the full faculty, is responsible for determining the undergraduate and graduate curriculum.

1.4 Placement Committee

- The Placement Committee normally consists of three members, a chair and two others, all appointed by the department chair. The Placement Committee's charge is to oversee the process of preparing graduate students for the job market, including assembling their materials for job applications.

1.5 Schedule Officer

- The Schedule Officer is appointed by the department chair. She/he, in consultation with the chair and the rest of the faculty, constructs the teaching schedule for the coming year, puts all the relevant info into Spire and CAPS, and monitors the process to ensure everything goes smoothly.

1.6 Undergraduate Advisors

- There are three faculty members serving as undergraduate advisors, one of which is the Director of Undergraduate Studies, and the other two appointed by the department chair. One of the other two members also serves as Honors Coordinator.

1.7 Supervisory Committee

- The Supervisory Committee consists of three members: the Graduate Program Director (chair) and two others appointed by the department chair. The Supervisory Committee advises the GPD on matters relating to graduate student progress through the program, graduate student petitions, requests for transfer credits, awarding of the Robison prize, and the like. The Supervisory Committee is charged with proposing to the full department responses to graduate student petitions, determining the winners of the Robison Prize, and any other matter relating to graduate student progress that requires a vote of the faculty.

1.8 Climate Committee

- The charge of the Climate Committee is to suggest initiatives to the department chair to improve the climate within the department, especially for women and other underrepresented groups. This Committee shall consist of three faculty members, one of whom serves as chair, two graduate student members, one undergraduate major, should a suitable student be willing to serve, and one member of the department staff, should a staff member be willing to serve. All

members are appointed by the department chair. There will be an attempt made to include faculty at multiple ranks.

1.9 Ad Hoc Committees

The chair may set up ad hoc committees as needed, for any purpose they feel is useful.

1.10 Faculty Search Committees

The Department of Philosophy will conduct individual faculty searches as follows:

- a. Appointment of Search Committees for Tenure-System Faculty:
The department chair will appoint a search committee of 3 or more faculty members, one of whom will serve as chair. Any faculty member wishing to serve on the search committee may do so.
- b. Purview of Search Committees in Searches. Committees charged with conducting searches for faculty will:
 - i. Collaborate with the department chair and the faculty in developing the position description, advertising/recruitment plan, facilities plan, and other elements of the hiring requisition;
 - ii. Work with the department's business manager to fulfill the advertising/recruitment plan;
 - iii. Work with the Office of Equal Opportunity & Diversity with regard to promoting the recruitment of a diverse applicant pool;
 - iv. Review all applicant materials and come up with a short list of approximately 4-6 applicants to be brought to campus and considered by the faculty;
 - v. Make confidentially available to the faculty the application materials of the candidates on the short list – provided the faculty individually agree to maintain that confidentiality as described below;
 - vi. Organize campus visits, including public sessions open to all faculty and students, for approved interviewees;
 - vii. Meet to discuss all the candidates interviewed after the visits are completed and vote on a recommendation to be forwarded to the entire faculty (which can be not to make a recommendation);
 - viii. Organize a meeting of all of the department's faculty after the last campus interview in order to deliberate and vote (by secret ballot) on the ranking of the acceptable finalists; Write a recommendation that reflects the faculty's ranking and rationale for that ranking.
 - ix. The department chair will participate in the final deliberation after campus visits and vote by secret ballot, along with the rest of the

faculty, on the ranking of the acceptable finalists. The department chair will then forward to the dean the ranking decided by the faculty.

c. Access to Confidential Applicant Materials:

Faculty who have access to confidential applicant materials must adhere to the University's confidentiality requirements.

d. Conflicts of Interest:

A real or perceived conflict of interest between an applicant and a faculty member engaged in the search process must be disclosed and must be managed, mitigated, or eliminated.

2. Bylaws Concerning Departmental Governance

2.1 Role of Department Chair in Department Governance

- a. We affirm the duties of the department chair as specified in Section 3.5 (inter alia) of the Red Book.
- b. The department chair is the principal liaison between the department and the dean, as well as other administration officials.
- c. Decisions regarding departmental matters are to be made by the faculty, except in cases where the faculty have collectively agreed to delegate that decision to the chair.
- d. The following decisions are commonly delegated by the faculty to the chair, and the chair may act under the assumption that those decisions have been so delegated, unless the faculty have explicitly indicated otherwise:
 - (i) Assignment of TAships and TOships;
 - (ii) Appointment of committee chairs other than the Personnel Committee;
 - (iii) Expenditure of departmental funds for 'minor matters', including but not limited to student conference travel, support of faculty travel, conferences and workshops, hiring of student workers, procurement of materials for day-to-day needs, etc.
 - (iv) Hiring of lecturers, TA's, or TO's to replace faculty or graduate students who for one reason or another are unable to teach their courses or sections.
- e. Regarding the assignment of TAships and TOships, these decisions will always be made in consultation with the faculty teaching those courses and the graduate students themselves.
- f. While the chair makes TA-TO assignments, decisions concerning which students are funded, and to what extent, are made by the faculty.
- g. The performance of the chair will be reviewed in a manner consistent with what has already been laid out in Faculty Senate Document 82-021 and 90-029.

2.2 Role of Non-Tenure Track Faculty in Department Governance

- a. Individuals with the following types of appointments are not members of the Personnel Committee, and do not vote on matters of departmental governance.
 - (i) Visiting faculty (i.e., Lecturers and other forms of leave replacement)
 - (ii) Adjunct faculty
 - (iii) Emeritus Faculty

2.3 Role of Graduate Students in Departmental Governance

- a. Graduate students play an advisory role in departmental search decisions. They are encouraged to attend the candidates' public presentations, and campus interviews will always include a meeting with the graduate students. Before the faculty votes on the ranking of candidates, the chair of the search committee solicits graduate student opinion about the candidates and relays it to the faculty.
- b. Graduate students do not attend faculty meetings and do not vote on any departmental matters.
- c. At a meeting of the graduate students at the beginning of the year – usually the first Friday after classes begin in the fall – they will elect a graduate student to serve as liaison to the faculty. The graduate student-faculty liaison will convey concerns from the graduate students to either the department chair or the Graduate Program Director, especially if the students concerned wish not to be identified. The chair and GPD will also coordinate with the liaison on any general matters that require communication between faculty and graduate students.

2.4 Appointment and Course Releases for Graduate Program Director and Director of Undergraduate Studies

- a. Both the Graduate Program Director and the Director of Undergraduate Studies are appointed by the department chair and are eligible for a one-course release per academic year. Any tenure-track faculty member wishing to serve in one of these two capacities is encouraged to make that known to the chair.

3. Bylaws Concerning Departmental Meetings

- a. Departmental meetings will be held at a time when no classes are scheduled. Historically, this has been Fridays at around 1:00PM.
- b. The Department will hold at least three meetings per year: one at the beginning of the fall semester, one at the beginning of the spring semester, and one at the end of the spring. In addition to any departmental business that must be dealt with at the time, these meetings will also include a review of graduate student progress, including consideration of any graduate student petitions. Additional meetings will be held for search decisions and any other issues deemed to require a meeting by the chair.
- c. The department chair should announce by Friday of the preceding week whether a department meeting will be held on the following

week. Ideally, a draft agenda for the meeting will also be circulated with this announcement, as well as an invitation for others to suggest changes or additions to the agenda.

- d. The chair is responsible for distributing minutes from the meeting listing all decisions made at the meeting, except for the portion concerning graduate student progress, which will be the responsibility of the GPD.

4. Bylaws Concerning the Amendment or Replacement of Bylaws

- a. Any member of the faculty or the graduate student liaison can suggest an amendment to these bylaws at any time.
- b. Amendments will be voted on in a departmental meeting where at least 3/4th of the currently active faculty members are present. Approval requires only a simple majority of those present.

5. Bylaws Concerning Outside Letters for Tenure Review

For tenure and promotion the department will normally seek to have eight external letters.

6. Bylaws Concerning Graduate Rules and Regulations

Graduate Rules and Regulations are those specified on the departmental website under the heading "Regulations".