

BYLAWS, WORKING STRUCTURE, and RULES
of the
DEPARTMENT of GEOGRAPHY
UNIVERSITY of COLORADO, BOULDER

This document was approved by the Geography Faculty of the University of Colorado, Boulder, and shall become effective as of October 30 2015. It shall be the responsibility of the Department Chair to keep two copies current. One copy shall remain in the Department office for consultation, and a second copy will be posted on the Department's web site. In accordance with the *Laws of the Regents*, copies shall be sent forward to administrative officers, as required.

Organization

According to the *Laws of the Regents* (Amended/Revised 09/05/02), Article 4.B.1.A.

"A department of a college or school shall be an academic unit organized around a single academic discipline or several related academic disciplines."
Laws of the Regents, Article 4.B.1.C. specifies that:

"Departments shall develop their working structure, and department rules, subject to the approval of the dean and chancellor and in accordance with policies established by the Board."

Accordingly, this document outlines how the Department:

- (1) handles personnel and budgetary matters
- (2) administers other departmental business
- (3) nominates its chair.

Faculty

I. Faculty

A. The Geography Faculty is comprised of all faculty of professorial rank and full-time Instructors on consecutive academic year appointments. Courtesy, non-voting membership of the Faculty shall be extended to Visiting, Adjunct, and Emeriti Faculty Instructors, as well as other individuals so approved by the Faculty.

B. The Faculty shall:

1. Analyze and evaluate departmental resources and determine the aims and objectives of the Department.
2. Be concerned with developing a policy framework where needed and reaffirming or discarding existing policy so the individual faculty members, the committees, and the Department Chair will have guidelines for making decisions.
3. Take action and make decisions on matter of general departmental concern.
4. Monitor and react as necessary to committee and administrative actions and decisions.

II. The Graduate Faculty

A. Appointments to the graduate faculty shall be governed by evidence of ability to:

1. Do independent research;
2. Guide and counsel graduate students;
3. Teach graduate-level courses;
4. Make contributions to the university at the graduate level.

B. The above criteria shall be used in conjunction with the rules of the Graduate School concerning appointments to the Graduate School.

C. In addition to the Faculty from UCB, the Graduate Faculty may also include geography faculty from UCD, UCCS, and from other professional areas, when approved by the Faculty.

III. Summer School Faculty (including Maymester and Augmester)

Summer faculty shall be selected as need and conditions warrant from the ranks of the UCB Geography Department and from outside sources.

IV. Adjunct Faculty

- A. Adjunct faculty status is awarded to an individual who previously held the rank of full Professor, Associate, or Assistant at a comparable higher education institution, or whose qualifications and experiences the permanent faculty believe to warrant an adjunct appointment status. An adjunct faculty member must hold a PhD in an area related to Geography.

B. Adjunct faculty status will be awarded on a fixed, renewable term, through a process articulated in the Department's document, *Adjunct Professors*.

V. Faculty Appointments, Reappointments, Continuous Tenure, Promotion, and Salary Recommendations

- A. Decisions and voting procedures on the above-named matters shall be made in accordance with the *Laws of the Regents* as articulated in the Department's document *Milestones to Promotion and Tenure*. The Department is committed to the principles and spirit of Affirmative Action as outlined in Equal Employment Opportunity and Affirmative Action Policy, and will adhere to such as it applies to departmental action.
- B. According to Regent Policy 11.F.2. "University of Colorado Compensation Principles and Policy for Faculty," At the University of Colorado, salary increases for faculty are to be given on the basis of the systematic comparative evaluation of merit. Merit adjustments are based on peer evaluations of a faculty member's record in teaching, research/creative work, and service. Article 11.A.2 of the *Laws of the Regents* states: "(A) In the determination of salaries and salary increments, consideration shall be given to the total contributions of an individual to the University. Salaries shall not be justified merely on the basis of offers from other institutions. (B) In the case of the faculty, equal consideration shall be given to teaching and research or other creative works; in addition, service to the state and nation shall be considered."

The Department's merit criteria and the relationship between merit criteria and salary allocation are outlined in the document *Merit Evaluation Standards and Criteria*.

- C. Individual faculty workloads within the Department are generally divided among Research (40%), Teaching (40%) and Service (20%). Occasionally, and in consultation with the Chair and Personnel Committee, Faculty may elect a different balance among research, teaching, and service. The relevant procedures are discussed in the Department's *Differential Workload Policy*.

VI. Faculty Meetings

- A. All members of the Faculty are expected to attend departmental faculty meetings unless on sabbatical or leave.
- B. Unless otherwise indicated by the Department Chair, departmental meetings will be generally be scheduled at least once each month of the academic year on a Thursday at 3:30 P.M. The Chair may call special meetings as can the Faculty. Agendas are generally distributed at least several days in advance of meetings.

- C. Items of business for meetings can submitted by any Faculty member and will be placed on the next available agenda unless a later date is requested.
- D. To conduct departmental business, a simple majority of in-residence Faculty shall constitute a quorum.
- E. To enact matters of departmental concern, the affirmative vote of a simple majority of the faculty members present is required.
- F. Faculty unable to attend meetings as noted in A above, may submit absentee ballots to the chair on voting issues listed in the agenda. To be counted, absentee ballots must be received in writing or by email twenty-four hours in advance of the start of a meeting.
- G. Participation of Graduate Student Representatives in Faculty meetings:

The Faculty believe that graduate student participation in Department affairs is of great value. Such participation aids communication among faculty and students, enhances debate on issues vital to program improvement, and prepares students as future professionals. The election of Graduate Student Representatives is covered below under section 2 of "Department Committees."

1. The Graduate Student Representatives are expected to attend all Faculty meetings and represent the interests of the Graduate Students at Faculty meetings. The Representatives are also expected to communicate the results and actions of Faculty meetings to Graduate Students, except with respect to discussions relating to personnel and hiring issues, which are kept confidential.
2. Representatives may participate in discussion of all matters of Department business except those related to the evaluation or performance of other graduate students or the promotion or reappointment of faculty (as qualified below).
3. On decisions relating to interviewing and hiring new faculty, the Representatives may as a group cast one ballot. Representatives are therefore considered as members of the search committee and have access to complete candidate files. Representatives are expected to represent the consensus of the graduate students on hiring decisions and therefore, when appropriate and feasible, are expected to poll all graduate students on hiring decisions. However, the Representatives' vote may also accord with their own judgment of candidates' credentials. Representatives are expected to maintain the confidentiality of all documents and discussions related to hiring decisions. Faculty are expected to maintain the confidentiality of all input provided by Representatives.

4. On decisions relating to the promotion and reappointment, the Representatives are expected, when appropriate and feasible, to poll all graduate students and provide advice to the Faculty on the results of such polls. Representatives may not, however, participate in Faculty discussions of promotion and reappointment, nor can they vote on such issues. Representatives are expected to maintain the confidentiality of all discussions relating to promotion and reappointment. Faculty are expected to maintain the confidentiality of all input provided by the Representatives.
- H. To change the working Structure and Rules of the Department shall require a notice of motion of change and what that change shall encompass at least one regularly scheduled Faculty meeting prior to the meeting when such action is to be considered. To effect change, a two-third majority vote of the in-residence Faculty shall be required.

VII. Faculty Office Hours, Schedules, and Absences

- A. Office hours appropriate to student and general consultation for the current semester shall be posted and observed by all teaching personnel. This schedule shall be posted during the first week of the semester.
- B. All faculty with teaching assignments in a given semester are expected to be in residence the week before the start of the fall and spring semesters, unless such absences are approved in the advance by the chair.
- C. In accordance with university rules, faculty who must be away from campus for more than a total of five consecutive days should notify the chair and provide a plan for missed classes. Absences of periods longer than ten days must be approved by the dean.

Department Chair

- I. Term of office, duties, and responsibilities shall be as outlined by the Board of Regents and by the Faculty. The term shall normally be for three to four years (three years with one additional year upon mutual agreement of chair and the other departmental faculty) and a chair shall normally not be eligible for a succeeding term.

II. Selection of the Chair

- A. The nominee shall be a tenured member of the Department. All full-time departmental members of professorial or senior instructor rank shall be eligible to participate fully in the selection of the nominee. Departmental full-time instructors may be involved in this deliberation if the aforementioned members of the Department so wish.

- B. The Chair shall notify the Faculty no later than February 1 of the appropriate year of the need to elect a Chair.
- C. The election of the Chair shall be no later than May 1 of the spring semester preceding the Chair change.
- D. Candidates standing for election shall require nomination.
- E. If more than two candidates are nominated, the two candidates receiving the highest number of votes shall stand for election.
- F. After the nominations for Chair have been appropriately established, the Faculty shall decide upon the date of the election within the constraints of C. above.
- G. There shall be a secret ballot with appropriate voting procedures for absentee faculty.
- H. The Chair will appoint two Associate Chairs, one for graduate affairs and one for undergraduate affairs.
- I. In the absence of the Chair and Associate Chairs, the Chair will designate an Acting Chair.

Departmental Committees

There shall be four departmental standing committees with executive powers: Undergraduate, Graduate, Personnel, and Computer. The standing committees shall report decisions to the Faculty on the first regularly scheduled Faculty meeting following such decisions. Unless otherwise authorized by the Faculty, standing committee decisions shall become effective on the day following the Faculty meeting wherein committee decisions are reported.

I. Undergraduate Committee

- A. The Committee is responsible for recommendations and reports to the Faculty on all undergraduate matters, such as curriculum planning, courses, requirements, advising, resources, career planning, publicity, and special activities and programs.
- B. Committee structure and composition
 - 1. The Committee shall consist of 6 or 8 members, usually with equal numbers of undergraduate students and faculty members. The undergraduate secretary and advisor are *ex-officio*, non-voting members of the Committee.

2. Student members shall normally be nominated by out-going undergraduate representatives and by the faculty. Students interested in serving may also apply by letter or email to the Director of Undergraduate Studies. The Director of Undergraduate Studies decides among the nominees in consultation with the other faculty members of the committee.
 3. Faculty members shall be appointed by the Department Chair, normally for one-year terms.
 - a. One of the Faculty members shall be appointed Director of Undergraduate Studies. The Director shall chair the Committee and serve as the general administrator for undergraduate matters. The Director shall report to and work with the Department Chair and the Faculty and coordinate with other standing committees, as appropriate. Normally, this faculty member will also serve as an Associate Chair of the Department.
 - b. The other faculty members shall be appointed by the Department Chair working in conjunction with the Director of Undergraduate Studies. Such members shall serve as Coordinators of separate undergraduate programs, and functions, such as advising, courses, commencement, etc. Coordinators shall normally report to and work with the Director of Undergraduate Studies.
 4. The Committee shall determine its own operating rules consistent with the will of the Faculty.
- C. Annual Student Fee Review Meeting. Once each year the Undergraduate Committee will review expenditures from student fee accounts collected by the Department. These fees include laboratory, fieldtrip, computing instructional, and general program fees. For this review meeting, at least one Graduate Representative will be invited to attend the meeting. A brief report of this meeting will be provided to the Chair.

II. Graduate Committee

- A. The Committee is responsible for recommendations and reports to the Faculty on all graduate matters, such as curriculum planning, courses, requirements, admissions, recruitment of students, advising, sources, publicity, and special activities and programs.
- B. Committee structure and composition
 1. The Committee shall consist of 6 or 8 members, usually with equal numbers of graduate students and faculty members. The graduate secretary is an *ex-officio*, non-voting member of the Committee.

2. The Graduate Student Representatives to this committee shall normally serve one-year terms. Two student members shall normally be elected at the end of each semester by vote among the Graduate Students. It is the responsibility of current student members to arrange each election by calling for nominees and organizing the vote. Graduate Students may nominate themselves for consideration.
3. Graduate Student Representatives also participate in Faculty Meetings as noted above in section V, "Faculty Meetings."
4. Graduate Student Representatives shall not participate in decisions to admit or provide funding to graduate students.
5. Faculty members shall be appointed by the Department Chair, normally for one-year terms
 - a. One of the faculty members shall be appointed Director of Graduate Studies. The Director shall chair the Committee and serve as the general administrator for graduate matters. The Director shall report to and work with the Department Chair and the Faculty and coordinate with other standing committees and the Graduate School, as appropriate. Normally this faculty member will also serve as an Associate Chair of the Department.
 - b. The other faculty members shall be appointed by the Department Chair working in conjunction with the Director of Graduate Studies. Such members shall serve as Coordinators of separate graduate programs and/or functions, such as admissions, advising, courses, etc. Coordinators shall normally report to and work with the Director of Graduate Studies.
6. The Committee shall determine its own operating rules, consistent with the will of the Faculty.

III. Personnel Committee

- A. The Committee is responsible for recommendations and reports to the Faculty and Dean on all faculty and staff personnel planning, development, and evaluation matters, such as salaries, promotions, tenure, emeritus, recruitment and hiring, teaching loads, etc.
- B. Committee structure and composition
 1. The committee shall consist of four faculty members

2. One of the members shall be the Department Chair, who shall chair the committee, consult with and report to the Faculty and Dean, and coordinate with other standing committees, as appropriate.
 3. The other members shall be elected by the Faculty normally for two-year terms. The positions may be held by faculty of any rank but, generally, one member of the committee should be elected from the ranks of the non-tenured faculty if there are two or more non-tenured faculty in the Department.
 4. The Committee shall determine its own operating rules consistent with the will of the Faculty..
- C. Decisions made by the Personnel Committee regarding faculty and staff personnel planning, development, and evaluation matters, such as salaries, promotions, tenure, emeritus, recruitment and hiring, and teaching loads can be appealed in writing. In making appeals, faculty have the choice of having decisions reviewed by: 1) the Personnel Committee 2) an *ad hoc* committee convened by one of the Department's Associate Chairs; or 3) the entire faculty.

IV. Computer Committee

- A. The Committee is responsible for recommendations and reports to the Faculty on all computing matters, such as software, hardware, networking and related telecommunications matters relating to instruction, curriculum planning, resources, special activities, programs, and computing facilities.
- B. Committee Structure and Composition
1. The Committee shall consist of up to three Faculty members, one staff member and up to two student members. The Systems Administrator / KESDA Lab Manager is generally appointed as the staff representative to the committee. One student member will be appointed to represent graduate students and one to represent undergraduates.
 2. At least one Faculty member should be in the Geographic Information Science specialty.
 3. Faculty members and the Committee Chair will be appointed by the Department Chair, normally for one-year terms.
 - a. The Committee Chair will report, to and work with the Department Chair and the Faculty and work with other standing committees, as appropriate.

V. Ad hoc Committees

As needed, the Department Chair shall designate *ad hoc* committees and shall report to the Faculty concerning the work of such committees.

Course and Teaching Requirements

- I. The faculty person in charge of a course shall:**
 - A. In consultation with the Department Chair determine the number of students to be accommodated in a particular course.
 - B. In consultation with the Department Chair determine the prerequisites and conditions for enrollment in a particular course.
 - C. Inform students either orally or in writing of the rules concerning that particular course, i.e., attendance, examinations, grading, etc.
 - D. Have the sole responsibility for selecting textbooks, laboratory manuals, and other materials for the particular course.
 - E. Provide a copy of the course syllabus or other informational material for the departmental file. Such material in the file should be kept current for purposes of advising and planning.
- II. Faculty are required to submit each fall, and update in the spring and at other times as needed, a rolling three-year teaching plan. The plan outlines the courses that the faculty member wishes to teach over three academic years, noting planned leaves, sabbaticals, and proposals for course banking. The three-year plans will be used by the Chair and the Directors of Graduate and Undergraduate Studies as well as the undergraduate advisor for curriculum planning and advising.
- III. Faculty teaching responsibilities shall be determined by the Department Chair in consultation with the Directors of Undergraduate and Graduate Studies in the context of the needs the Department, College, and University.

Approved 13 October 1981.
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Amended and approved 4 September 2003.
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