

# BYLAWS

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## DEPARTMENT OF PHILOSOPHY 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 Head.
- 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 Attendance shall be recorded 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 and Associate Director of Undergraduate Studies 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.

## ARTICLE VI- TERMS OF OFFICERS

Section One The terms of the appointed officers of the Department, Associate Head, Director of Graduate Studies and Director of Undergraduate Studies 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 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. 4. Instructional Faculty.

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 Chair and members of the Colloquium and Public Events committee shall be appointed by the Department Head. The members of the Colloquium Committee shall represent a range of research specializations.

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 - FACULTY EVALUATION AND REVIEW

Section One Matters relating to the Faculty Annual Evaluation Advisory Committee, Faculty Annual Review and Post Tenure Review are located in the Department of Philosophy Guidelines for Annual Review published by Texas A&M Faculty Affairs. Changing these guidelines (where changes originate in the Department) should follow the same procedure as changing the Bylaws: i.e., they 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 XI - RULES COMMITTEE

Section One Membership of the Rules Committee: The Rules Committee shall consist of a Chair and two other faculty members 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 XII – SOCIAL COMMITTEE

Section One: The Social Committee is responsible for monitoring and taking initiatives that foster a positive learning, teaching, research and work environment in the department for all students, faculty, and staff.

Section Two: All initiatives proposed by the Committee must be compliant with SB 17.

Section Three: Membership of the Social Committee: The Committee shall have a Chair and three additional members, including one graduate student.

## 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. Any proposed substantial curricular change should be forwarded to the Department for consideration.

## ARTICLE XIV - THE PERSONNEL COMMITTEE

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 Arts and Sciences and the Department's own "Department of Philosophy Guidelines for Faculty Evaluation."

## ARTICLE XV - NOMINATIONS AND ELECTIONS

Section One The Head shall seek nominations for all officers to be elected before the first Department Meeting of each academic year. No fewer than one and no more than three nominations should be sought for all officers to be elected.

Section Two Nominees shall be eligible and shall agree to accept the nomination.

Section Three Election shall be by majority vote. In the event that no candidate obtains a majority vote a run-off election will be held immediately.

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

Section Five Elections will be by secret ballot.

#### ARTICLE XVI - 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 will be required.

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

#### ARTICLE XVII - 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 Arts and Sciences, or the Department Bylaws.

#### ARTICLE XVIII – AMENDMENTS

Section One Articles I, II, III, IV, V, VI and XVIII 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.

Amended 2024-05-02.

Approved by College of Arts and Sciences – date

Approved by Faculty Affairs– date

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