BYLAWS OF THE FACULTY
Department of Geosciences
College of Arts and Sciences
Georgia State University

Approved Geosciences Faculty Members: May 4, 2018, last updated May 8, 2020

ARTICLE I. PURPOSE
Section 1. These Bylaws constitute the rules for the governance of the faculty of the Department of Geosciences of Georgia State University. These Bylaws are subject to the Bylaws of the College of Arts and Sciences, the Statutes of Georgia State University, and the Policies of the Board of Regents of the University System of Georgia.

ARTICLE II. MEMBERSHIP
Section 1. The faculty of the Department of Geosciences consist of the Chair of Geosciences, faculty-ranked administrators in the University whose primary faculty appointments are housed in Department of Geosciences, and all persons of faculty rank (Lecturer; Senior Lecturer; Principal Senior Lecturer; Assistant Professor; Associate Professor; Professor; Distinguished University Professor; Regents’ Professor) holding current employment contracts at GSU whose primary faculty appointment is housed in the Department of Geosciences.

Section 2. Geosciences faculty members per Article II Section 1 shall have voting privileges in Geosciences Departmental Faculty Meetings.

Section 3. Emeriti, retired, affiliate faculty, faculty members with a secondary appointment in Geosciences, adjunct faculty, visiting faculty, and part-time instructors may participate, and are welcome to do so, in Geosciences Faculty Meetings. However, these faculty members do not have departmental voting privileges. Those persons who are not members of the faculty of the Department may serve on committees as specified in the Bylaws below.

Section 4. Geoscience faculty members are learned scholars having the terminal degree in their areas of scholarship. As a faculty member in Geosciences, all Geosciences faculty members are committed to strive for excellence in teaching, research and service appropriate to the rank while being supportive to all our colleagues in striving for excellence in scholarship, teaching, and service. Geosciences faculty members display also a quality of being humane in our work as faculty members. We support and abide with the Geosciences Code of Conduct, http://geosciences.gsu.edu/files/2013/09/GEOScodeofconduct.pdf.

Section 5. Full-time faculty members at Georgia State University whose primary appointment is outside Geosciences can be considered for a secondary appointment in Geosciences. Secondary appointments require a majority vote from Geosciences Faculty members before recommending a secondary appointment to
the Dean. Geosciences faculty members may have a secondary appointment in other units. The terms of secondary appointments are documented by the chairs of participating units.

Section 6. Community members with the appropriate terminal degree and GSU faculty members whose primary appointments are outside Geosciences may be considered for adjunct faculty position in the Department of Geosciences when warranted. Community members holding the M.S., M.A. or other Masters-level degrees can be granted individual exceptions on the recommendation by the Chair to the College to be appointed as a Professor of Practice or Researcher in Residence to serve on a specific MS committee or to teach a particular professionally-oriented graduate-level class. Recommendations of adjunct appointments require a majority vote from Geosciences faculty members. Terms of appointment will typically be three years or as specified in the appointment letter filed with the Dean’s office.

ARTICLE III. FUNCTIONS AND POWERS OF THE FACULTY

Section 1. Geosciences faculty members shall exercise all legislative functions addressing the general educational policy of the Geosciences Department; develop and approve all curricula for subsequent review by College and University processes; define course requirements for the degrees based in Geosciences; define standards and recommend students for admission into graduate programs housed in Geosciences; recommend full-time faculty appointments to the Dean; initiate and adopt resolutions on matters relevant to the general welfare of the Geosciences Department.

Section 2. Geosciences faculty members recommend standards, requirements, and procedures for third-year review, reappointment, promotion and tenure of the Geosciences faculty members to the College. Third-year review, reappointment, promotion, and tenure recommendations are performed by the appropriate Geosciences Promotion and Tenure Committee, and subsequently by College and University level processes. The discussions, the identity of the authors writing the majority and, if any, minority reports are kept in strict confidence.

Section 3. Geosciences curricula developed by the Geosciences faculty should be consistent with the expectations of the academic disciplines housed in the Department of Geosciences. Where applicable, the Geosciences curricula should be consistent with expectations of relevant registration/licensing institutions. The Geosciences curricula should be supportive of consortia and professional societies in which faculty members participate.

ARTICLE IV. ADMINISTRATION

Section 1. The Chair is the chief administrative officer for the Department of Geosciences. The Chair shall have all powers and responsibilities for department chairs as set forth in Article XI, Section 3 of the
Section 2: The Chair shall communicate promptly University and College matters involving Geosciences to the Faculty.

Section 3. The Chair shall appoint the chair and members of all Geosciences standing committees except the Geosciences Executive Committee. The Chair may establish ad hoc committees and appoint chairs and members for such committees as the Chair deems necessary.

Section 4. The Chair monitors and oversees all budgets and accounts based in Geosciences. Agency and sales and service accounts must have clearly defined rules for spending these account funds.

Section 5. Graduate Director. The Graduate Director is selected by the Chair with the advice of the Geosciences Executive Committee. The Graduate Program Director convenes meetings of the Graduate Committee, promotes the quality and development of the graduate program, concentrations, and certificate programs, directs the recruitment, retention and graduation of students in M.S. degree programs, and develops a budget for the funding and tracks workload for graduate students in Geosciences. The director implements policy set by the Geosciences Graduate Faculty, the Graduate Committee, and College of Arts and Sciences and maintains up-to-date catalog information for the College. The graduate director oversees the assessments of the M.S. degree programs in Geosciences. The Graduate Director collaborates with the Geosciences Laboratory Manager in the guidance of graduate students teaching laboratory sections for Geosciences introductory courses.

Section 6. Undergraduate Director. The Undergraduate Director is selected by the Chair with the advice of the Geosciences Executive Committee. The Undergraduate Director chairs the undergraduate committee, advises the department on the status of the undergraduate curriculum, and serves as a point of contact for advisement for our undergraduate students enrolled in Geosciences Bachelor degree programs, concentrations, and certificates, and assists the College in identifying eligible candidates for the 4 + 1, or Dual Degree program. The Undergraduate Director will oversee the assessment of the undergraduate program (providing the department and the university regular reports on learning outcomes), oversee the recognition of achievement by undergraduate students, review the undergraduate curriculum, and oversee the advisement of Geosciences majors.

Section 7. Dual Degree Director. The Dual Degree Director is selected by the Chair with the advice of the Geosciences Executive Committee. The Dual Degree Director serves as the point of contact for students interested in the Dual Degree (also known as the 4+1 program) in Geosciences, recruits prospective students, and manages the application process for Dual Degree students. The Dual Degree Director works closely with the Undergraduate Director to identify eligible undergraduate majors and with the Graduate Director to shepherd Dual Degree students into the M.S. program.
ARTICLE V. FACULTY MEETINGS

Section 1. The Chair shall call and preside over all meetings of the Geosciences faculty in accordance with these Bylaws. In the Chair's absence, the Chair's designee shall preside over faculty meetings.

Section 2. The faculty of the Department of Geosciences shall hold at least one regular meeting during each term of the academic year. The regular meeting dates for faculty meetings shall be determined by the Chair. Special meetings may be called by the Chair at the Chair's discretion and initiative. The Chair shall inform the faculty of all regular and special meetings by written communication at least twenty-four (24) hours prior to the scheduled meeting. It is expected that when possible, all Geosciences faculty members attend in person these faculty meetings. When face-to-face meetings are not possible, all Geosciences faculty members are expected to attend faculty meetings via video or teleconference.

Section 3. The order of business at all meetings shall be in accordance with the Chair's agenda which shall be distributed by the Chair at least twenty-four (24) hours prior to the scheduled meeting.

Section 4. A quorum of the faculty is needed for any regular or special meeting at which matters for faculty action will be put to a vote. The Chair will declare whether or not a quorum exists. A quorum is defined as a majority of the voting members of the Geosciences faculty as defined per Article II Section 1.

Section 5. Given a quorum, a favorable vote by a simple majority of the faculty who are present and voting shall constitute approval of a motion made at a Geosciences faculty meeting. The Chair breaks a tie vote. The faculty may, by the affirmative vote of a simple majority, determine that the favorable vote of a larger percentage will be required to pass a given motion. Examples of issues requiring a larger majority may include but not limited to: recommendations to appoint Faculty members to the Dean and decisions affecting development of degree programs and concentrations.

Section 6. Where faculty members cannot be present at a faculty meeting, then a faculty member may submit a vote by written proxy. That proxy is sent to the Chair in writing or by email before the vote is taken.

Section 7. Where a faculty member can participate only via videoconference or via phone due to distances involved between field/laboratory and the department or is unavoidably detained in the field or laboratory, then this member may tender a proxy vote to the Chair via email before the vote is taken.

Section 8. Certain votes are done with secret ballots (e.g., election of the Geosciences Executive Committee, recommendation of appointment of faculty members to the Dean). In other instances, a motion to hold a secret ballot may be requested by the Geosciences faculty members. This motion to request a secret ballot must be approved by the majority of the Geosciences voting faculty before voting on that issue. For all secret ballots, the vote will be recorded in writing. The votes will be collected by the Chair or the Chair's designee including written proxy votes by absentee faculty members submitted at the time of the actual vote. The secret votes and written proxy votes will be counted first by the faculty member having the longest time in service in Geosciences not having a conflict of interest in that vote. The secret ballots will be counted by
the Chair or the Chair's designee. The Chair will announce the findings of the vote. Assuming no challenges, the votes and written proxies will then be destroyed.

Section 9. The minutes of the faculty meetings shall be taken by a person designated by the Chair and shall be kept by the Chair in a way that is retrievable by all members of the Faculty. Copies of the minutes and agenda shall be submitted to the faculty at least twenty-four hours in advance of the next regular meeting.

Section 10. Requests for action by the faculty may be made by motion from the floor or through a proposal from the Chair, the Faculty, or a standing or ad hoc committee. In the absence of specific rules adopted by the faculty, the proceedings of each meeting shall be conducted according to the rules set out in Robert's Rules of Order.

ARTICLE VI. COMMITTEES, SENATE REPRESENTATION

Section 1. The members and chairs of all Geosciences Departmental committees whether standing or ad hoc shall be determined and appointed by the Chair at the beginning of each academic year except for the Executive Committee. The Chair will request concurrence from the Faculty in these appointments. The Geosciences Executive Committee is determined by vote of the Geosciences Faculty at the end of the Academic Year. All recommendations of a committee shall be made by a majority vote of the voting members in attendance. All faculty committees shall report to the faculty on their activities at least annually including any action by the Chair affecting their subject matter. A quorum of a committee shall consist of a majority of the voting members.

Section 2. Geosciences faculty members will nominate candidates and vote to fill vacancies on the University Senate when requested by the Senate.

Section 3. The Faculty will nominate members to College committees and University committees needing representation from Geosciences after first consulting with the faculty members being nominated. The Chair will seek Faculty ratification of these nominations prior to forwarding these nominations to the College and/or University.

Section 4. Geosciences Standing Committees. The Chair is an ex officio member of all standing committees. Meetings of standing committees shall be open to all members of the faculty except when a committee deems it necessary to hold an executive session. In the event of a vacancy midterm, the chair will appoint a replacement to serve until the end of the term.

Section 5. The following Standing Committees are recognized in Geosciences. Appeals, Awards, Executive, Graduate Programs, Library, Nominations, Operations and Facilities, Promotion and Tenure, Safety (Departmental), Scheduling, Technology, and Undergraduate Programs. Brief charters of these committees are given in Appendix 1.

Section 6. Ad hoc Committees. The department chair constitutes ad hoc committees in consultation
with the Geosciences Executive Committee. A majority of the faculty members may also petition the Chair to create such a committee. The Chair appoints members of an *ad hoc* committee as appropriate to the charge of the committee. The Chair appoints the chair of an *ad hoc* committee. The Chair will seek concurrence from the Faculty for these appointments. A faculty search committee is considered an *ad hoc* committee.

**ARTICLE VII. AMENDMENTS**

Section 1. These Bylaws of the Department of Geosciences may be amended at any meeting of the faculty by a two-thirds vote of the members present provided there is a quorum and that the proposed amendment has been presented to the faculty in writing at least seven (7) working days in advance of the meeting at which it is to be voted upon. Any Geosciences faculty member may submit a proposed amendment to the Bylaws.

**ARTICLE VIII. IMPLEMENTATION**

Section 1. The Policies of the Board of Regents and the University System of Georgia, the Statutes of Georgia State University, and the Bylaws of the University Senate prevail and take precedence over these Bylaws.

**APPENDIX. GEOSCIENCES COMMITTEE CHARTERS.**

**Appeals.** The Appeals Committee acts as an advisory panel to the Department Chair in cases of appeals from students (typically grade appeals). Appeal procedures are at: https://registrar.gsu.edu/academic-records/grading/grade-appeals-and-changes/  
Staffing: At least two Geosciences faculty members.

**Awards.** Geosciences makes a number of awards to celebrate the achievements of our students. The primary tasks for the Awards Committee are: 1) determine what awards are to be established and given for each year; 2) announce a call for nominations in early Spring semester to all faculty, staff and students (if relevant); 3) determine the eligibility of students who are nominated for each award; 4) make a recommendation to the Geosciences faculty members; 5) recommend which student recipients of endowed awards are invited to the College Awards Ceremony; 6) ensure Department representation at the College Awards Ceremony; and 7) lead a GEOS department awards ceremony in Spring Semester. Donors of our endowed awards should be invited to the Departmental event.  
Staffing: At least two Geosciences faculty members; one committee member serves as Chair of Awards committee.

**Executive.** Geosciences Executive Committee is to advise the Chair as the committee sees fit or at the
request of the Chair, on any issue and in accordance with the College of Arts and Sciences By-Laws

https://cas.gsu.edu/document/bylaws-of-the-faculty/?wpdmdl=9117&refresh=5ea879820762b1588099458.

The Executive Committee will review annual reports of the faculty members and issue recommendations to the Chair based on the Annual Review Guidelines. Staffing: The executive committee consists of three voting members who are regular faculty in the department (and whose salary is at least in part state-funded). One member of the committee shall be non-tenure track. Non-tenure track faculty will not evaluate professional development for tenure-track or tenured faculty for any review purposes. The executive committee is elected at-large by the regular faculty of the department. The selection of the committee is made annually by secret ballot. Election is by a majority of votes from those present for the election, typically held during the last faculty meeting of the Academic Year. In the event of a mid-term vacancy, the Chair may appoint a replacement to fill the position until the end of the Academic Year.

**Graduate Committee.** The Graduate Committee issues admission recommendations to the College, preliminary advisement on arrival, and clearance for graduation of Master’s graduate students in Geosciences. This committee advises on courses needed by our students as well as other needs for our graduate programs. The committee also works to develop successful strategies to recruit prospective graduate students. The Graduate Committee Chair, or Graduate Director, serves for a three-year term appointed by the Geosciences Chair with concurrence from the Geosciences Executive Committee, Geosciences faculty members and the Dean’s Office. The Graduate Committee Chair (i.e. Graduate Director) is also responsible for reporting degree program assessment in summer term. Staffing: Four Geosciences graduate faculty members, with the Committee Chair being tenured. Each Ph.D. program that Geosciences collaborates with another unit on (e.g. Chemistry or Computer Science) should have a representative/advocate on the Committee and one member on the committee should have familiarity with Institutional Review Board procedures.

**Library.** Geosciences works collaboratively with the GSU Library regarding the need and acquisition of journals, reference materials, and other materials housed in the University Library to support our research and instructional activities. The Library committee will maintain and distribute to Geosciences an up-to-date listing of all journals and other noteworthy reference materials used by Geosciences students and faculty members. The library committee will also help to facilitate communication with library faculty and staff regarding information technology and other aspects of the library’s work. Staffing: At least one Geosciences faculty member.

**Nominations.** The Nominations committee is responsible for identifying awards and service opportunities that will bring distinction to members of the Geosciences faculty. These may include disciplinary honors and high-profile service opportunities at the College and University levels.
Staffing: Members of the executive committee and all full professors in the department serve on the Nominations committee.

**Operations and Facilities.** The Operations and Facilities committee is responsible for identifying issues or needs that may arise with the research and teaching facilities that are under the control of the Department of Geosciences. These may include the environmental monitoring stations, laboratories, field equipment, and classrooms.

Staffing: At least one member of the faculty.

**Promotion and Tenure 1 (P&T 1).** P&T-1 is responsible for the department level review of faculty members on annual contract (academic professionals, lecturers, senior lecturers), and of tenure-earning faculty members as triggered by the College. This committee is also charged with the review of dossiers for candidates seeking award of Tenure and/or promotion to the rank of Associate Professor. This committee reviews dossiers for departmental pre-tenure review. A subcommittee of three members may draft the recommendations for these reviews. The recommendations of this committee are to be discussed by the committee of the whole P&T 1 Committee for commentary and concurrence before submitting to the Department Chair. Staffing: All faculty members having the award of Tenure unless they are serving at College and University advisory promotion and review committees.

Additional note: A related task of the review of Lecturers at three and five years is performed by a subcommittee comprised of all senior lecturers and P&T 1. The minimum number of members for this review subcommittee is three.

**Promotion and Tenure-2 (P&T-2).** P&T 2 is responsible for the department review of dossiers of all candidates seeking promotion to the rank of Professor. This departmental committee may be supplemented with the members from the appropriate College area to comprise of a committee of three members (See COAS P&T manual). Staffing: All Geosciences faculty members holding the rank of Professor unless they are members of College and University promotion advisory committees.

**Safety.** The Safety Committee reports unsafe conditions to the Chair (laboratory, vehicle, electrical, plumbing, locks), and ensures Departmental compliance with College and University environmental and safety protocols. Urgent conditions (fire, medical attention) are reported to the Campus Police.

Staffing: At least one Geosciences faculty member.

**Scheduling.** The scheduling of courses is needed to permit our students to complete their degree programs in a timely way and to respond to needs of Geosciences faculty members. The primary goal of this committee is...
to assist the Chair in developing the instructional schedule. A two-year calendar is also developed to inform the students of the courses being scheduled two years in advance. The committee should work in collaboration with the Department Administrative Coordinator. Staffing: Director of Undergraduate Studies; Director of Graduate Studies, and Director of the Dual Degree. If necessary, an additional member may be added to ensure adequate disciplinary coverage.

**Technology.** Technology will advise Geosciences on the need, purchase, and replacement of computers, software, and technologies used in Geosciences. This committee will work with the Lead Geosciences PC Specialist in drafting and submitting GSU TECH FEE proposals and reports. This committee will catalog the types of advanced technologies and software programs used in Geosciences for dissemination to the Geosciences web page, and as needed to GEOS faculty members and students. Staffing: At least two Geosciences faculty members (one faculty member is chair), in consultation with Department Technology Manager.

**Undergraduate Committee.** The Undergraduate Committee provides advice to undergraduate students who major or minor in Geosciences. This advisement is important to the timely retention, progression and graduation of our students. This committee advises Geosciences on courses needed by our students as well as their other academic needs. The Undergraduate Director or designate attends College meetings and works with the Advisement office to facilitate advisement for our students. The Undergraduate Director reports degree program assessment to the University. Staffing: At least four GEOS faculty members one of whom is the Undergraduate Director, who chairs the committee. The Chair is either Tenured, Senior Lecturer, or Principal Senior Lecturer.