

1 **BYLAWS OF THE FACULTY**
2 **Department of Geosciences**
3 **College of Arts and Sciences**
4 **Georgia State University**
5

6 Approved Geosciences Faculty Members: May 4, 2018, last updated May 8, 2020
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9 **ARTICLE I. PURPOSE**

10 Section 1. These Bylaws constitute the rules for the governance of the faculty of the Department of
11 Geosciences of Georgia State University. These Bylaws are subject to the Bylaws of the College of Arts and
12 Sciences, the Statutes of Georgia State University, and the Policies of the Board of Regents of the University
13 System of Georgia.
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15 **ARTICLE II. MEMBERSHIP**

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

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

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

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

35 Section 5. Full-time faculty members at Georgia State University whose primary appointment is
36 outside Geosciences can be considered for a secondary appointment in Geosciences. Secondary appointments
37 require a majority vote from Geosciences Faculty members before recommending a secondary appointment to

38 the Dean. Geosciences faculty members may have a secondary appointment in other units. The terms of
39 secondary appointments are documented by the chairs of participating units.

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

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50 **ARTICLE III. FUNCTIONS AND POWERS OF THE FACULTY**

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

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

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

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69 **ARTICLE IV. ADMINISTRATION**

70 Section 1. The Chair is the chief administrative officer for the Department of Geosciences. The Chair
71 shall have all powers and responsibilities for department chairs as set forth in Article XI, Section 3 of the

72 Statutes of Georgia State University <http://www2.gsu.edu/~wwsen/statutes/attart11.html>

73 Section 2: The Chair shall communicate promptly University and College matters involving
74 Geosciences to the Faculty

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

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

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

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

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

105

106 **ARTICLE V. FACULTY MEETINGS**

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

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

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

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

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

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

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

132 Section 8. Certain votes are done with secret ballots (e.g., election of the Geosciences Executive
133 Committee, recommendation of appointment of faculty members to the Dean). In other instances, a motion to
134 hold a secret ballot may be requested by the Geosciences faculty members. This motion to request a secret
135 ballot must be approved by the majority of the Geosciences voting faculty before voting on that issue. For all
136 secret ballots, the vote will be recorded in writing. The votes will be collected by the Chair or the Chair's
137 designee including written proxy votes by absentee faculty members submitted at the time of the actual vote.
138 The secret votes and written proxy votes will be counted first by the faculty member having the longest time
139 in service in Geosciences not having a conflict of interest in that vote. The secret ballots will be counted by

140 the Chair or the Chair's designee. The Chair will announce the findings of the vote. Assuming no challenges,
141 the votes and written proxies will then be destroyed.

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

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

149

150 **ARTICLE VI. COMMITTEES, SENATE REPRESENTATION**

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

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

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

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

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

173 Section 6. *Ad hoc* Committees. The department chair constitutes *ad hoc* committees in consultation

174 with the Geosciences Executive Committee. A majority of the faculty members may also petition the Chair to
175 create such a committee. The Chair appoints members of an *ad hoc* committee as appropriate to the charge of
176 the committee. The Chair appoints the chair of an *ad hoc* committee. The Chair will seek concurrence from
177 the Faculty for these appointments. A faculty search committee is considered an *ad hoc* committee.

178

179 **ARTICLE VII. AMENDMENTS**

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

185

186 **ARTICLE VIII. IMPLEMENTATION**

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

190

191 **APPENDIX. GEOSCIENCES COMMITTEE CHARTERS.**

192

193 **Appeals.** The Appeals Committee acts as an advisory panel to the Department Chair in cases of appeals from
194 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.

195

196
197 **Awards.** Geosciences makes a number of awards to celebrate the achievements of our students. The primary
198 tasks for the Awards Committee are: 1) determine what awards are to be established and given for each year;
199 2) announce a call for nominations in early Spring semester to all faculty, staff and students (if relevant); 3)
200 determine the eligibility of students who are nominated for each award; 4) make a recommendation to the
201 Geosciences faculty members; 5) recommend which student recipients of endowed awards are invited to the
202 College Awards Ceremony; 6) ensure Department representation at the College Awards Ceremony; and 7)
203 lead a GEOS department awards ceremony in Spring Semester. Donors of our endowed awards should be
204 invited to the Departmental event.

205 Staffing: At least two Geosciences faculty members; one committee member serves as Chair of Awards
206 committee.

207

208 **Executive.** Geosciences Executive Committee is to advise the Chair as the committee sees fit or at the

209 request of the Chair, on any issue and in accordance with the College of Arts and Sciences By-Laws
210 <https://cas.gsu.edu/document/bylaws-of-the-faculty/?wpdmdl=9117&refresh=5ea879820762b1588099458>.
211 The Executive Committee will review annual reports of the faculty members and issue recommendations to
212 the Chair based on the Annual Review Guidelines. Staffing: The executive committee consists of three
213 voting members who are regular faculty in the department (and whose salary is at least in part state-funded).
214 One member of the committee shall be non-tenure track. Non-tenure track faculty will not evaluate
215 professional development for tenure-track or tenured faculty for any review purposes. The executive
216 committee is elected at-large by the regular faculty of the department. The selection of the committee is
217 made annually by secret ballot. Election is by a majority of votes from those present for the election,
218 typically held during the last faculty meeting of the Academic Year. In the event of a mid-term vacancy, the
219 Chair may appoint a replacement to fill the position until the end of the Academic Year.

220

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

232

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

240

241 **Nominations.** The Nominations committee is responsible for identifying awards and service opportunities that
242 will bring distinction to members of the Geosciences faculty. These may include disciplinary honors and high-
243 profile service opportunities at the College and University levels.

244 Staffing: Members of the executive committee and all full professors in the department serve on the
245 Nominations committee.

246

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

251 Staffing: At least one member of the faculty.

252

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

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

265

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

271

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

275 Staffing: At least one Geosciences faculty member.

276

277 **Scheduling.** The scheduling of courses is needed to permit our students to complete their degree programs in
278 a timely way and to respond to needs of Geosciences faculty members. The primary goal of this committee is

279 to assist the Chair in developing the instructional schedule. A two-year calendar is also developed to inform
280 the students of the courses being schedule two years in advance. The committee should work in collaboration
281 with the Department Administrative Coordinator. Staffing: Director of Undergraduate Studies; Director of
282 Graduate Studies, and Director of the Dual Degree. If necessary, an additional member may be added to
283 ensure adequate disciplinary coverage.

284

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

292

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