

11-5-82

By-Laws
Department of Geography and Planning

PREAMBLE

Within the standards of the academic profession, the Agreement between the State of New York and United University Professions, Inc., the Policies of the Board of Trustees, the By-Laws of the State University College, Buffalo, and guidelines as established by the SUCB Administration, the Department of Geography and Planning is responsible for all matters involving its curriculum; recommendations for hiring, renewal of contracts, promotions, and salary increases; conditions of work; standards for research, teaching, advisement of students; and all other matters affecting its welfare and the execution of its responsibilities. These By-Laws provide for orderly governance of the department. The department, by majority vote, may delegate any of these responsibilities for specific occasions, when efficiency may require it. The chairperson is expected to provide leadership to the department on all these matters but the decisions are a matter of department determination.

Article I

MEMBERSHIP - VOTING

The membership of the department consists of all full-time members of its academic staff. Unless otherwise specified in these By-Laws, each is eligible to vote on departmental affairs.

Article II

DEPARTMENTAL MEETINGS

SECTION A:

Meetings shall be conducted according to procedures established in these By-Laws and according to Robert's Rules of Order.

SECTION B:

A quorum shall be a majority of those resident faculty eligible to vote.

SECTION C:

The chairperson will circulate a prepared agenda to members of the department no less than 5 working days prior to the meeting. Members of the department may place an item on the agenda by submitting a dated request in writing to the chairperson at least 6 working days prior to a departmental meeting.

SECTION D: Regular Meetings

No fewer than two meetings of the department faculty will be held each semester in the academic year. Meetings shall be called by the chairperson at regularly scheduled meeting times.

SECTION E: Special Meetings

Any two members of the department may call a special meeting. Special meetings will be called as per SECTION C above except that the members calling the meeting may circulate the agenda for that meeting.

SECTION F: Emergency Meetings

The chairperson may call an emergency meeting of the department with advance notice any time during the year when it can be shown that the situation demands expediency.

Article III

ELECTIONS AND VOTING PROCEDURES

SECTION A:

Except as noted in these By-Laws, elections to position and voting on issues within the department will be based upon the majority of votes cast.

SECTION B:

Secret ballots will be held if called for by any one member of the department.

SECTION C:

Results of voting shall be announced at the meeting and recorded in the minutes.

Article IV

COMMITTEES

SECTION A: All-College and Division Committees

Departmental representative(s) to all-college and division committees shall be elected by a majority of departmental members eligible to vote.

SECTION B:

Departmental committees shall be established to formulate policy and make decisions as charged in the stated areas. Such policies as are formulated are subject to Departmental approval.

1. Faculty members of department committees shall be constituted during the first department meeting of the fall semester.
2. Student members will be selected by students as specified below in first month of academic year.
3. The various committee chairpersons will be required to keep a written record of the proceedings of each meeting of the respective committees.

SECTION C: Committees

1. Committee on Curriculum & Instruction

- a. Will be responsible for the formulation of criteria regarding the development and implementation of new courses and programs, and shall examine all proposed courses and programs to assure that such materials conform to existing college directives. The recommendations shall be subject to the approval of the majority of the department.
- b. Shall review, prior to submission by the department chairperson, all teaching schedules for such items as equality of load and number of preparations.
- c. Formulate criteria which would allow for possible reduced teaching loads for research, fieldwork, public service, etc., and recommend to the department chairperson, subject to the approval of the majority of the department, those persons who qualify for reduced teaching loads.
- d. MEMBERSHIP
 - i) Three Faculty (at least one of whom shall hold continuing appointment), shall be elected on an annual basis. One student, elected by the geography and planning majors, shall also serve on this committee. The department may elect to serve as "A Committee of the Whole."
 - ii) Voting rights are given to each of the committee members specified above.

2. Committee for Appointment, Reappointment, Continuing Appointment and Promotions

a. Recruitment:

- i) The committee will jointly, with the department chairperson, consider all applicants for new positions.
- ii) Initial communication and collection of credentials will be the responsibility of the department chairperson after the committee has deemed an individual worthy of further consideration.
- iii) Any candidate for a position must have the approval of the majority of the faculty.
- iv) The job description for appointments must have faculty approval.

- b. Will review all personnel eligible for reappointment and continuing appointment and will make recommendations to the department chairperson.
- c. Will be responsible for the formulation of departmental recommendations on salary and promotion of any and all members within the department subject to the approval of the majority of the department.
- d. Criteria for items i and iii above shall be in accordance with the Policies of the Board of Trustees. Candidates will be evaluated in (1) Mastery of Subject Matter, (2) Effectiveness in Teaching, (3) Scholarly Ability, (4) Effectiveness of University Service and (5) Continuing Growth.
- e. Membership on this committee will consist of three members of the faculty, two of whom shall hold continuing appointment, elected on an annual basis and one alternate who shall also be elected on an annual basis. The department chairperson shall be a voting member of this committee. The department may elect to serve as "A Committee of the Whole."

3. Ad Hoc Committees

At any departmental meeting, the department or chairperson may decide to organize committees for any specific function, of any size, and for any duration. The membership of such committee shall be subject to approval by the department.

Article V

ADMINISTRATIVE PERSONNEL

SECTION A: Secretary

1. The duties of a secretary will be to take minutes at departmental meetings, and then transcribe, reproduce and distribute such minutes to all members of the department and place such minutes in department files within one calendar week.
2. The secretary will be a voting member of the faculty and shall be rotated systematically through the faculty from meeting to meeting.

3. *See attached minutes for addition.*

SECTION B: Chairperson

1. Functions: The duties of the Chairperson shall consist of:
 - a. Carry out the duties fixed by Article IX, Title C of the Policies of the Board of Trustees currently in force.
 - b. Execute faithfully all policy and procedural recommendations of the department and shall be the representative of and to the department in its associations with all outside college agents, offices, and committees except when otherwise specified by the department.
 - c. Serve as an ex-officio member on all permanent and ad hoc department committees.
 - d. Recommend and determine the budget.
 - e. Consult with department, department committees, and appropriate faculty member(s) before deciding any matter of:
 - i) Curriculum and scheduling
 - ii) Instruction and research
 - iii) Professional welfare
 - iv) Budget and staff allocations
 - v) Academic plan(s)
 - vi) Public Service activities
 - vii) By-Laws and elections
 - viii) Any procedure not covered by these by-laws
 - ix) Summer Session

2. Selection of a Chair

- a. The department members shall select, by majority vote, a person to act as chair of an ad hoc committee to make recommendations to the administration regarding the appointment of a department chair. The department will serve as a "committee of the whole," unless another format is decided upon with the approval of the majority.
- b. The chair of the ad hoc committee shall:
 - i) Solicit nominations from each member of the department.
 - ii) Make the results known to the department
 - iii) Act as liaison between the department and the administration.
 - iv) Conduct a secret ballot to elect the chair. Person selected as chair must have majority vote of department faculty.
 - v) Forward the departmental recommendations to the administration.

SECTION C: Chairperson Pro-tem

The chairperson may delegate the responsibilities of the chair to a chairperson pro-tem with a majority vote of the department.

Article VI
AMENDMENTS AND REPEAL

SECTION A:

1. A request by at least two departmental faculty to amend or repeal these by-laws must be submitted in writing to the chairperson at least two weeks prior to any meeting held on this matter.
2. The chairperson will notify all members in writing of any request to amend or repeal at least one week prior to any meeting held on this matter.
3. Any request for amendment or appeal fulfilling conditions above must be discussed at a meeting scheduled so that each and every member of the department may attend.
4. Approval of the By-Laws, amendments and repeals must receive a majority of votes of eligible members by a secret and, if necessary, a mailed ballot, to be distributed and counted within two weeks after the adjournment of the meeting.
5. The department will operate on the basis of these By-Laws and amendments upon receipt of the vote.

SECTION B:

Appropriate changes must be made in these By-Laws so necessitated by college by-laws, faculty by-laws, policies of the college administration, policies of the Board of Trustees of the State University, or any other higher authority.

Approved by the Department of Geography at a meeting on November 17, 1982 (6-0-0) and amended on November 14, 1984 (6-0-0).

Amendment to By-Laws Highlighted

Department of Geography and Planning
Minutes of the Meeting
December 19, 1990

Present: Al, Greg, Joe, Kim, Paul and Ted Absent: Ray

The meeting was called to order at 9:35 a.m.

The minutes of the meeting of November 12, 1990 were approved as distributed.

Comments from the Chair:

1. on his meeting with the Dean (11/27/90), on contribution to the GEE, the academic strength of our majors, cooperation with other departments and our interest in Secondary Social Studies Education. All were positive in nature.
2. on the status of GEG 101, GEG 307 and GEG 350 as having been rejected by either the FNSS oversight committee (101) or the College Senate Curriculum Committee (307 & 350) for inclusion in the GEE Global Issues requirement.
3. on the status of GEG 202, GEG 309 and GEG 320 as having been rejected by the College Senate Curriculum Committee for inclusion in the GEE Diversity in the U.S. requirement.
4. on the fact that assessment is alive and well and that perhaps we should keep that activity in mind as we revise the majors and minors.
5. that Buffalo State will recycle some paper.

Old Business: None

New Business:

A motion was MSA (6-0-0) to approve the amendment to the Department By-Laws, as follows:

Article V, Section A, Part 3: If the department faculty choose not to select a Secretary, then the duties of the secretary will be assumed by the Chairperson.

A motion was MSA (6-0-0) to accept the "Proposed Schedule: Fall 1991" as distributed with the following changes:

Ted's 307 section will not be for Honors Students
Paul's 12:00 309 will be a "W"
The Water Sequence will use existing course numbers and may be offered on W rather than TR
The note will read "first and second periods"

OVER →

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A 40 minute discussion was held in regard to revision of the BA program.

In Al's absence, a motion was MSA to recommend his reappointment as chair for a three year term beginning 9/1/91. Ted will solicit comments for an evaluation of Al's current term.

The meeting adjourned at 11:00 a.m.

Submitted by,

Elbridge A. Renning
12/21/90

jdm