

**BYLAWS OF THE DEPARTMENT OF GEOLOGY AND PLANETARY SCIENCE
UNIVERSITY OF PITTSBURGH**

ARTICLE I

Name

The name of the Department is the Department of Geology and Planetary Science.

ARTICLE II

Mission Statement

We are committed to the study of how the Earth and other planetary bodies have evolved over geologic time through quantitative investigation of all facets of geoscience that link the interior of the Earth to its surface, water bodies, biota, and atmosphere. Our research provides insight into rates and magnitudes of geological processes occurring over wide range of timescales and furthers current lines of inquiry in important regional and global topics such as energy resources, natural disasters, climate, sustainability, and environmental impacts by both anthropogenic and naturally occurring phenomena. We are committed to training undergraduate, graduate, and postdoctoral students to work in academic, industrial, governmental, and organizational arenas. Moreover, we are dedicated to teaching fundamental geological and environmental principles to the larger University population and regional community using classroom instruction, educational outreach, and multidisciplinary collaboration. Our goal is to conduct robust and innovative research, attentive, and student-centered teaching and advising, while communicating these principles to the greater community.

ARTICLE III

Members

Voting Members of the Department include the following: tenured and tenure-stream (T/TS) faculty with at least a half-time appointment (one vote each); lecturers (one vote each); and graduate student representative (one vote). Each of these persons shall be allowed to vote on all motions coming before the department, except where stated otherwise in this document and/or the Bylaws of the School of Arts and Sciences. The graduate student representative shall be chosen by receiving a plurality of the votes cast by Department graduate students in an election administered by the Graduate Secretary.

The following members of the Department are not considered Voting Members: staff, graduate students other than the elected representative, undergraduate majors, postdoctoral associates, visiting faculty, and adjunct faculty. Faculty members on sabbatical or other leave are not considered Voting Members unless they choose to participate in a faculty meeting.

All three ranks of regular full-time lectures are voting members of the faculty. The “rank-above” rule applies, so that only faculty members who have themselves attained a given rank (including that of TS assistant professor) may vote to admit new members to that rank. The advice of other members of the department (NTS faculty, graduate students, etc.) may certainly be sought and considered when hiring new T/TS faculty, and NTS lectures have full voting rights in hiring new regular full-time NTS faculty.

ARTICLE IV

Faculty Meetings

The Department shall hold approximately one meeting per month. Matters of general departmental policy, and any particular administrative, procedural, or substantive questions brought before the department, shall be determined at faculty meetings. Dates for faculty meetings will be announced no later than the beginning of each semester, and the meetings shall be arranged for times that do not conflict with a time that any faculty member is scheduled to teach. Meeting times are established by the Department Chair. Meetings may be called for special purposes by the Department Chair, the Chair of any standing committee, or by a call of a simple majority of the voting members.

All Voting Members of the Department are expected to attend faculty meetings. Other Department members may be requested by the Chair to attend part or all of a given meeting, and non-voting members who wish to attend a particular faculty meeting must request permission from the Chair.

An agenda will be submitted to the Voting Members of the department at least two days prior to each meeting. The agenda can be modified at the request of any department member up to one day before the meeting. Meetings will be conducted according to *Roberts Rules of Order Newly Revised*, except where superceded by Department Bylaws. Minutes of the meeting will be taken by the Department Administrator, and approved at the following faculty meeting.

Decisions on Department policy or personnel are determined by general consent or majority vote of the Voting Members of the Department, except where noted in this document. At least two thirds of the Voting Members must be present to constitute a quorum for voting on substantive matters. If a Voting Member is unable to attend a faculty meeting in person, she/he may participate via real-time electronic media such as teleconferencing or videoconferencing. Votes on Department policies and personnel decisions can be conveyed to the Chair prior to a faculty meeting for advisement, but

will not be constitute part of the final vote tally unless the Voting Member attends or participates electronically in the meeting. Voting by proxy will not be allowed except for the graduate student representative, when cleared in advance by the Department Chair.

Decisions on admission of graduate students or issues related to specific graduate students will be made by general consent or majority vote of T/TS faculty only. The graduate student representative will not be permitted to be present during discussion of or voting on these issues.

ARTICLE V

Department Personnel Actions

Recommendations on hiring or termination of general departmental staff (defined as those staff members that serve the entire Department) will be made to the University by the Chair, in consultation with the Voting Members of the Department. Decisions on hiring and termination of technical staff, postdoctoral associates, and personnel funded by external grants will be made by the faculty member(s) directly involved in the activities of the personnel in question, in consultation with the Department Chair, the Office of the Dean, or the University Human Resources Department.

Recommendations to the Dean of Arts & Sciences on hiring of new faculty members (both T/TS and lecturers) will be based on the majority decision of all Voting Members of the Department, after an open and fair selection process involving review of the candidate's file, extensive interviews, and discussion by the full faculty. However, a candidate who does not receive a majority of the votes of the T/TS faculty will not be recommended to the Dean for hiring.

ARTICLE VI

Department Chair

The duties of the Department Chair are defined by the Bylaws of the School of Arts and Sciences. The Department Chair shall serve a term of three years. At least six months prior to the end of her/his three-year term, the Chair shall select a full-time faculty member who has decided not to run for the task of coordinating the election of the next Chair. This person shall receive nominations and arrange a meeting or series of meetings to allow discussion by department members and final voting on a candidate. Candidate(s) for Chair shall not be present during these discussions, except when requested by the Chair election coordinator to answer questions or provide statements to the Voting Members. Voting shall be by secret ballot, and the results reported to the Department and forwarded as the Department's recommendation to the Dean of Arts and Sciences for further action.

Associate Department Chair

The newly-elected Department Chair may appoint an Associate Department Chair for the same term of three years. The Associate Chair will assist in all Departmental duties assigned by the Department Chair and serve in the position during times when the Department Chair is unavailable.

ARTICLE VII

Department Committees

In order to address one-time or recurring departmental issues in greater depth, departmental committees may be formed by general consent of the Voting Members. These committees generally comprise a subset of the Voting Members of the Department, and may also include non-voting members where appropriate and necessary. Committee Chairs are elected by the members of the committee or are appointed by the Department Chair. Department committees meet separately and can develop plans and recommendations on substantive issues facing the Department, which are then reported to the Voting Members at a faculty meeting. Implementation of these plans and recommendations requires the general consent or majority vote of the Voting Members of the Department. The Department shall have two types of committees: (1) standing committees, which are staffed and active in perpetuity; and (2) *ad hoc* committees, which are formed in response to a particular need or issue and which are disbanded once the issue is adequately addressed. The Department shall maintain the following standing committees:

Planning and Budgeting Committee. This committee provides direction for Department budget priorities and makes decisions on major expenditures under consideration by the Department and with Department funds. This committee normally consists of the entire Voting Membership.

Undergraduate Curriculum Committee. This committee studies and makes recommendations concerning the curriculum (e.g., course requirements) for the Department's Bachelor of Science degrees. In addition, the committee can make general recommendations on academic priorities and policies concerning any undergraduate courses in the department.

Environmental Studies Executive Committee. This committee studies and makes recommendations concerning the curriculum for the Department's Bachelor of Arts in Environmental Studies (E.S.B.A.) degree. Committee members are also expected to attend meetings of the E.S.B.A. Advisory Board, and to aid in decisions on budgeting priorities for funds allocated directly to the E.S.B.A. program.

Graduate Committee. This committee studies and makes recommendations concerning the Department's graduate program, including course offerings, degree requirements, and annual evaluations of graduate students.

Professional M.S. Executive Committee. This committee is charged with running the Professional Masters Degree program in GIS/Remote Sensing. Duties include evaluating applicants to the program, maintaining the curriculum and degree requirements, and certifying graduates.

Scholarship and Awards Committee. This committee evaluates applications for Department graduate and undergraduate scholarships and awards, and selects the recipients of these awards. The committee also determines the procedure for ranking Department candidates for outside awards such as the Mellon Fellowship.

ARTICLE VIII

Undergraduate and Graduate Curricula

Staffing of undergraduate and graduate courses is the responsibility of the Department Chair. Matters concerning the overall undergraduate and graduate curricula, such as program requirements, academic priorities, and general policies concerning courses, shall be considered by the appropriate committees. These committees will report back to all Voting Members at a faculty meeting, and all changes to academic programs shall require general consent or a majority vote of the Voting Members. Any action affecting the Department's graduate program must also receive a majority vote from the T/TS faculty.

ARTICLE IX

Amendment of Bylaws

The Bylaws of the Department of Geology and Planetary Science can be modified by a vote of at least three quarters of the entire Voting Membership.