1. **Authority of department.** The authority granted by the university to the department resides in the department faculty. The chairperson, and any other departmental officers appointed or elected, shall exercise authority on behalf of the members of the faculty of the department and are responsible to them.

2. **Voting Membership.** The voting membership of the department shall be defined as follows:
   
   a. All full-time faculty members with primary appointments in the department shall have one vote, regardless of their status in or out of the tenure stream.
   
   b. Part-time faculty members with joint appointments whose primary appointment is in another department, shall have one-half of a vote. But the total number of votes in the category shall not exceed 20% of the total votes cast in an election; in such a case, the fractional value of each voting member in this category shall be reduced accordingly.
   
   c. Graduate students shall have an advisory vote in all vital matters, like the election of the chairperson. The results of the graduate student vote on an issue shall be reported to the faculty as a whole prior to the faculty’s vote.
   
   d. Faculty members on single-semester visiting appointments and adjunct faculty shall not vote.
   
   e. A provision for absentee balloting by mail shall be made for all vital issues, for those faculty members who are on leave or otherwise unable to attend.

3. **Department Officers.** The officers of the department shall consist of a chairperson, a director of graduate studies, a director of undergraduate studies, directors of other departmental programs (such as the MFA pedagogy, program), and other such officers as the departmental faculty may from time to time authorize.

   a. The chairperson shall be elected according to the voting procedures outlined above. If confirmed by the Dean of FAS, the chairperson shall serve for a term of either three, four, or five years. The length of the term shall be determined by
the faculty in consultation with the elected candidate, and the term may be renewed after a departmental review. But no one person may serve as chairperson for more than two sequential terms or for longer than eight sequential years. (Time spent away on sabbatical or leave shall not be subtracted from these limits.) Only tenured faculty members may serve as chairperson.

b. The chairperson is the chief executive officer of the department. He or she shall be responsible for the administration of departmental business and shall represent the department to the administration, the university at large, and the profession; in hiring and in other negotiations; and in dealing with the student complaints and problems. He or she shall preside over meetings of the full department and of the Tenured Faculty Council. The chairperson shall prepare the department’s budget with the advice of the Tenured Faculty Council in accordance with university guidelines; negotiate with the dean; and inform the department, annually in writing, of its general dimensions. He or she shall exercise jurisdiction over the expenditure of departmental funds and over the office staff and the theatrical production staff. In general, he or she shall be responsible for the execution of the department’s by-laws, regulations, policies, and procedural guidelines; and for keeping the department informed of matters which concern it.

c. The other officers of the department shall be appointed by the chairperson and confirmed by a majority vote of the full department. They shall exercise authority delegated to them by the chairperson in administering department programs and shall advise the chairperson on issues that concern those programs.

3.d. The Faculty determine the staffing of undergraduate and graduate curricula at a scheduling meeting during the regular faculty meeting time. The Chair is authorized to appoint adjunct teaching staff in consultation with area heads. Changes in undergraduate curricula are normally referred to an ad hoc Curriculum Committee for consideration, with changes to be voted on by full-time faculty. Changes to the graduate curricula are recommended by the by Graduate Faculty and voted on by full-time faculty.

4. Tenured Faculty Council. A Tenured Faculty Council shall advise the chairperson on all important policy, budgetary, and personnel issues. This Council shall be empowered to act on behalf of the full department in cases when action is urgent; it shall also act on confidential personnel matters that cannot be brought before the full department.
a. The Council shall be composed of all tenured faculty members with primary appointments in the department.

b. If the number of tenured faculty members in the department rises above seven and thus causes the Council to become unwieldy in size, then the tenured faculty may elect representatives to sit on the Council. The number of these representatives shall be determined by the tenured faculty.

5. **Standing Committees.** There shall be a Planning and Budget Committee. This Committee will be chaired by the Chair of the Department and will consist of at least two other faculty members, one staff member, and two student members, one representing the undergraduate and the other the graduate students. Normally, the student positions will be held by the elected student representatives to the faculty meetings. The Planning and Budget Committee shall meet early in the Fall semester and later as needed.

6. **Meetings.** In order to keep the department informed of issues that concern it and to allow for democratic governance, regular meetings of departmental bodies shall be constituted.

   a. A general meeting of the full department faculty shall be called by the chairperson at least once each month during the regular academic year. An agenda shall be distributed by the chairperson in advance, and any faculty member may request that an item be placed on the agenda by informing the chairperson in sufficient time prior to the meeting. A quorum shall consist of 2/3 of the eligible voting members of the department, fractional votes taken into consideration.

   b. A meeting of the Tenured Faculty Council shall be called by the chairperson when necessary or advisable. Any two members of the TFC committee may demand an emergency meeting. A quorum shall consist of one-half of the members.

   c. Matters of general departmental policy and any particular administrative, procedural, or substantive questions brought before the department shall normally be determined by the full department. If a departmental or Tenured Faculty Council meeting on a particular issue indicates the need for further investigation and clarification, the chairperson may be requested to form an ad hoc discussion group or committee, attempting to insure that the various points of view expressed in the meeting are represented. The group or committee will hold meetings and may formulate written recommendations or proposals which can be the basis for
further debate and action by the full department. The departmental faculty may also vote to empower standing committees with ongoing responsibilities and advisory functions.

d. To insure that the views of students in the department are heard, student representatives from the undergraduates and from the graduates should be elected by those groups to attend meetings of the full department. The student representatives shall have the right to speak on issues that concern their constituencies.

7. **Ratification.** These by-laws must be ratified at a department meeting specifically called for the purpose. A majority of two-thirds of the votes cast at the special meeting is required for ratification.

8. **Amendments.** Amendments to these by-laws may be proposed upon petition by at least four voting members of the department. Copies of the proposed amendment shall be distributed to all members of the department, and the date of the meeting in which it is to be acted upon shall be announced at least two weeks in advance of any formal action. A majority of two-thirds of the votes cast shall be required for passage of an amendment.

9. **Minutes**

Minutes recording the proceedings of department meetings will be taken, maintained, and made accessible to the faculty.