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DEPARTMENT of PHILOSOPHY Bylaws
UNIVERSITY OF COLORADO DENVER
October 2016

I. PREAMBLE

The Department of Philosophy is organized and its affairs conducted in accordance with the Laws and Policies of the Board of Regents of the University of Colorado, and the policies of the University of Colorado system, of the University of Colorado Denver, Downtown Denver campus, and of the College of Liberal Arts and Sciences. The bylaws shall be adopted by a two-thirds vote of the voting faculty, as constituted and defined below, and approved by the Dean of CLAS and the Chancellor. Revision of the bylaws shall require approval by two-thirds of the voting faculty. The Department shall review the bylaws from time to time and revise them as needed. This document is a general statement of the pattern of administration for the Department of Philosophy (hereafter, the Department). It is a supplement to the rules, policies, and procedures published in such documents as the *University of Colorado Faculty Handbook*. The latter take precedence over statements in this document and policy issues not addressed in this document.

II. MISSION

The Department of Philosophy strives for excellent teaching, scholarly activity, and leadership-and-service. The Department seeks to train students to be critical thinkers, capable researchers, and careful writers. The Philosophy faculty aims to produce high-quality philosophical research and significant contributions to our fields of expertise. The Department works to provide useful leadership-and-service to the college, university, profession, and wider community.

III. FACULTY

III.A. Constitution: The Department of Philosophy shall consist of the Philosophy faculty, defined as the “rostered” members of the Department, i.e. those that hold academic rank and whose names appear in the annual personnel budget roster. “Rostered” faculty includes persons appointed with titles of *Professor, Associate Professor, Assistant Professor* (the Tenure Track Faculty or TTF); *Professor C/T, Associate Professor C/T, Assistant Professor C/T*, (the Clinical Teaching Track Faculty or CTF); and *Senior Instructor, Instructor* who serve on appointments whose contracts total fifty percent or more. The CTF and Instructor-level ranks make up the rostered Non Tenure-Track Faculty (NTTF). “Lecturers” are not “rostered” faculty, but are part of the NTTF.

III.B. Authority: Any member of the Department, as defined above, may bring policy questions or proposals to the Department for consideration. Formal proposals are submitted to the Chair, who will then schedule discussion at a Department meeting.

III.C. Voting: Policy and program decisions are made by the rostered Department faculty and by the chair. The Chair makes decisions on Department policies and programs after

consultation with the faculty. Whenever practical, such consultation will include discussion at a meeting of the faculty. Underlying all consultation is the principle that matters of greatest importance should receive the widest consultation. Matters of less general importance should be resolved with the persons most affected by the decision. Faculty meetings will operate on the basis of consensus. The Department will operate with the presumption favoring simple majority rule on all matters. Voting membership of the Department shall comprise all members of the rostered faculty as defined above (TTF, CTF, and Instructor-level faculty).

III. C1. Quorum. A quorum shall consist of those voting members present at any scheduled meeting of the Department to which all have been invited, as long as that number does not dip below half the number of rostered faculty.

III. C2. Advance notice. All members of the Department will be informed, when practical, in advance of all voting matters.

III. C3. General limitations on voting. The TTF are eligible to vote on all matters in the Department; the rostered NTTF may vote on all matters except for personnel matters such as hiring, tenure, and promotion, or policies.

III. C4. Limitations on voting on tenure and promotion. Only faculty with the appropriate rank may vote on tenure and promotion decisions: full professors for promotion to full professor; full and Associate Professors for all other tenure and promotion decisions.

III. C5. Voting on CTF hiring and promotion. All TTF may vote on CTF matters, including applications for, renewal of, and promotion of CTF. CTF may vote on CTF personnel procedures.

IV. DEPARTMENTAL ADMINISTRATION AND POSITIONS

IV.A. The Department Chair. The Department Chair will be appointed in accordance with the CLAS bylaws, *Article VII.A.I.c.*, and Laws of the Regents, *Appendix B*. The faculty of the Philosophy Department will make a recommendation to the Dean on the appointment of the Chair. The Dean makes the appointment or meets with the faculty if the Dean does not concur with the faculty's recommendation. The appointment then is reviewed and approved by the Chancellor.

IV.A.1. Qualifications. The Chair of the department will be a tenured member in the Department or, if selected from outside the University, eligible for tenure within the Department.

IV.A.2. Term. The term of the Chair will be 3 years, subject to renewal by vote of the TTF faculty. The term-length of a chair's renewal will be subject to departmental vote at the time of that appointment. The Chair will be responsible for providing intellectual leadership toward achievement of the highest possible level of excellence in the teaching, research, and leadership-and-service areas of the Department and has general administrative responsibility for the Department and its programs. The chair's specific responsibilities are detailed in the Laws of the Regents, Appendix B.

IV. A.3. Succession. Succession of the Chair has traditionally been based upon seniority, subject to departmental vote. If this method is unacceptable or unavailable, the following procedure shall be followed: the Chair shall be recommended by a majority vote of a strong quorum (80% of the TTF faculty) after a process in which nominations are invited from the faculty, and the names of all candidates willing to serve in the office are announced to all members of the Department. Election requires a simple majority of the vote. In the case of a tie, the decision will be made by a random procedure.

IV.A.4. Chair Responsibilities. The Chair is responsible for providing intellectual, pedagogical and organizational leadership toward achievement of the highest possible level of excellence in the teaching, research, and leadership-and-service areas of the Department; and has general administrative responsibility for the Department and its programs. Specific responsibilities (*see Laws of the Regents, Appendix B*) include:

- (a) executing the policies established by the faculty of the Department and within the framework and authority of the laws of the Regents;
- (b) representing the Department's interests with administrative officers of the College and the University at large, as well as with those associated with the academic and administrative entities of the other institutions on the Auraria campus;
- (c) administering the departmental budget;
- (d) referring all matters relating to the formulations of departmental policy to the faculty as a whole or to the appropriate faculty committee(s);
- (e) supervising the hiring and reappointment of instructors, C/T, tenure-track, and tenured faculty by overseeing the proceedings, calling for a faculty vote, and writing a summary letter for the dossier which reports the vote and the reasons for the outcome in accordance with CLAS guidelines; at the Chair's discretion, conducting the hiring of lecturers;
- (f) supervising staff;
- (g) serving as fiscal approving authority for expenditures related to Department general fund and Foundation accounts;
- (h) scheduling and chairing faculty meetings and overseeing minutes, when applicable;
- (i) appointing or dissolving Standing and Ad Hoc committees as circumstances warrant;
- (j) scheduling classes and coordinating the schedule process with the Dean's office.

IV.B. The Undergraduate Advisor (UA). With the advice of the faculty, the Chair shall appoint an Undergraduate Advisor, who may come from any rank of the faculty, and who is well-versed in undergraduate curriculum. The UA's duties include:

- IV.B.1. The UA advises students on major and minor requirements and helps them with scheduling appropriate courses.
- IV.B.2. The UA certifies students for graduation.
- IV.B.3. The UA serves a three-year, renewable term.

IV.C. Department (Standing) Subcommittees. Members of subcommittees are appointed by the Chair with the advice of the faculty for three year, renewable terms. In addition to the standing committees, the Department may decide to create *ad hoc* committees when necessary. All members of the Department will be offered Departmental leadership-and-service assignments and TTF and C/T are expected to take on some departmental responsibility. In addition, Senior Instructors or Instructors with a portion of their contract specifying a leadership-and-service obligation may also be expected to fulfill that leadership-and-service with department leadership-and-service.

All subcommittees should keep the department Program Assistant informed of their work and can expect assistance from him/her. All subcommittees should expect to report on the progress of their work in department meetings or via email, as practical. As practical, subcommittees should collaborate with other subcommittees to improve quality.

IV.C.1. “Subcommittee on Teaching/Assessment” shall be composed of at least three rostered faculty members and shall include the UA. It shall consider curricular, teaching, and teacher mentoring issues of importance to the Department’s mission. It shall serve as a standing mentoring resource for non-regular faculty (e.g. Those teaching just a course or two at a time). It may elect to hold periodic symposia on teaching issues so that all members of the Department may have an opportunity to discuss their particular concerns and advance their knowledge. The list of issues germane to this committee would be too cumbersome to list, but at a minimum, the committee has the responsibility of: (a) reviewing review all new syllabi as well as any major revisions to syllabi requiring submission to College or University curriculum oversight committees, (b) assisting the Chair in assuring quality instruction; (c) assisting the Chair in reviewing and, when necessary, revising or adding to major and minor requirements; (d) assisting in issues related to advising and transfer credit; and (e) assisting the Chair conduct assessment and teaching reports.

IV.C.2. “Subcommittee on Growth, New Initiatives/PR” shall be composed of at least two rostered faculty members. This committee shall contribute in various ways, including: (a) donor outreach and maintenance of relations; (b) creation of strategic initiatives to help attract new students (creation and revision of fliers, class visits, contact with other departments and colleges, etc.); (c) periodic review of public relations materials (website, department fliers, etc.) to ensure accuracy and, when necessary, creating new ones as needed.

IV.C.3. “Subcommittee on Function/Events” shall be composed of at least two rostered faculty members. The main responsibility of this committee is to create and manage (a) the department’s regular speaker series (approximately 4 lectures per semester), and (b) any special academic or pedagogical events the department chooses to undertake (such as the annual Honi Haber Memorial Lecture or other events coordinated with other groups such as the UCD Office of Student Life). The subcommittee should work with the Program Assistant to keep archival records of these events (fliers, video or audio recordings, etc.). Where possible, this committee will work with both the Teaching and Growth committees to create events that further student, faculty, and community goals.

V. DEPARTMENTAL MEETINGS

V. A. The Department Chair will schedule departmental meetings at least twice during each semester, and preferably, once a month.

V. B. Additional Department meetings as needed can be called by the Chair and requested by any member of the faculty.

V. C. Department meetings may, but are not required to, include the entire Philosophy Department faculty.

V.D. The department recognizes the longterm value of Department Retreats and will strive to hold at least one retreat per year.

VI. FACULTY RANKS, DUTIES, AND RESPONSIBILITIES

Faculty ranks, duties, and responsibilities vary with the terms of their appointment and contract. All faculty teach, most render leadership-and-service, and some conduct research. Two notes are pertinent, regardless of faculty rank: (a) **COVERAGE OF COURSES DURING ILLNESS AND EMERGENCIES.** In case of a minor illness or emergency that prevents a faculty member (regular faculty, Instructor, or honorarium) from meeting a class, the faculty member is responsible for finding someone to teach the class, or, if the time is too short, to arrange for the class to be cancelled. (b) **Teaching Schedules.** Teaching schedules are arranged by the Chair in consultation with the faculty. Individual faculty members' preferences will be taken into account, but they are constrained by the needs of the Department, the requirements of its degree programs, the availability of appropriate space, conflicts among offerings, and University requirements for distribution of classes across hours of the day and days of the week.

VI.A. TENURE TRACK FACULTY: Duties and Responsibilities of TTF. TTF are expected to perform instructional, scholarly, and leadership-and-service responsibilities as established under their contracts and their Professional Plans. The usual allocation of responsibilities falls under a 40/40/20 model, with 40% of effort directed toward teaching, 40% toward research, and 20% toward leadership-and-service. Individual TTF, however, may negotiate a differentiated workload, as outlined in the CLAS Differentiated Workload Policy, in consultation with the Chair and the CLAS Dean. Junior faculty members should complete a Professional Plan upon their appointment at UCD. At the tenure and promotion review point, faculty complete a second Professional Plan. Thereafter, faculty members complete a new Professional Plan at each post-tenure review point. Revision of Professional Plans can occur with a differentiated workload.

VI.A.1. Instructional Activity: The duties of all faculty include the teaching of formal courses. The normal teaching assignment for TTF is four formal courses in a two-semester academic year except in the case of a differentiated workload. In addition to formal course instruction, TTF are expected to provide support across a reasonable range of other instructional activities, such as advising undergraduate philosophy students, directing independent studies, directing honors theses, serve as members of graduate students' examination, project, and thesis committees (with the approval of the Graduate Committee), participating on graduate student committees, and developing curricular materials.

VI.A.2. Scholarly Activity: All faculty members with a contractual research component are expected to be regularly engaged in scholarly activity. For most, this will result in a steady rate of conference presentations and published work in quality, peer-reviewed outlets.

VI.A.3. Leadership-and-service Activity: All eligible faculty are expected to participate in the governance of the Department, including leadership-and-service on Department committees. Contributions to College and University committees and governance also are important as is leadership-and-service to major academic and professional organizations.

VI.A.4. Review and Promotion. Procedures for Merit Review and for Appointment, Reappointment, and Promotion of TTF are detailed in Appendices.

VI.B. CLINICAL TRACK (C/T or CTF) FACULTY: Duties and Responsibilities of CTF. The CLAS document “Requirements for Appointment, Reappointment, and Promotion for Clinical Teaching Track (C/T) Faculty” states that CTF must “participate in a broad range of teaching, leadership-and-service and scholarly activities” and that for each initial appointment to the CTF “primary units will also determine, with the approval of the Dean, the relative weight of teaching, leadership-and-service and scholarly activity as well as general expectations for each of the three areas. CLAS policy states that there must be a minimum of 10% distribution of effort in each of the three categories. Except under special circumstances, scholarly activities would be limited to 20% of effort. CTF faculty are expected to demonstrate continued professional growth in their fields.

VI.B.1. Instructional Activity: The duties of all faculty include the teaching of formal courses. In addition to formal course instruction, CTF are expected to provide support across a reasonable range of other instructional activities, such as advising undergraduate philosophy students, directing independent studies, directing honors theses, and developing curricular materials.

VI.B.2. Scholarly Activity: All CTF are expected to be regularly engaged in scholarly activity commensurate with their contractual agreement. This could include conference presentations, and publications in high-quality, peer-reviewed outlets, as well as other forms of productivity appropriate to a CTF’s area of expertise as specified in the Department’s Primary Unit Criteria.

VI.B.3. Leadership-and-service Activity: CTF faculty are expected to participate in leadership-and-service activities, which may be at the Department, college, university, or professional levels. This leadership-and-service should be discussed and approved by the Department Chair.

VI.B.4. Review and Promotion. Procedures for Merit Review and for Appointment, Reappointment, and Promotion of CTF are detailed in Philosophy Department Bylaws’ Appendices.

VI.C. SENIOR INSTRUCTORS AND INSTRUCTORS: Duties and Responsibilities

VI.C.1. Instructors and Senior Instructors are at-will positions, currently renewable on contracts whose duration is set by the system-wide policy.

VI.C.2. Typically, teaching responsibilities make up 90% of Instructor and Senior Instructor contracts, with a full-time load defined as 9 courses per AY with a standard 10% release for leadership-and-service. (These percentages may vary.)

VI.C.3. When the Department receives approval to hire an Instructor, the Department will conduct a search for candidates who will be required to submit a CV, evidence of teaching effectiveness (including syllabi and teaching evaluations), and at least two letters of reference. The hiring of Instructors shall be brought to eligible faculty for a Departmental vote. To be considered for appointment as a Senior Instructor, a candidate must have the Ph.D., provide evidence of teaching excellence, and garner a majority vote of two-thirds of the TTF.

VI.C.4. Instructors and Senior Instructors may, with the approval of the Graduate Committee, serve as members of graduate students' examination, project, and thesis committees. Except in rare circumstances, only TTF and CTF may serve as chairs of graduate students' committees.

VI.C.5. Review and Promotion. Procedures for Merit Review and for Appointment, Reappointment, and Promotion of Senior Instructors and Instructors are detailed in Appendices II and III.

VII. ACADEMIC STANDARDS AND ETHICS

VII.A. Faculty Responsibilities and Conduct. The Department of Philosophy expects that its faculty adhere to the guidelines of professional conduct relative to teaching and research outlined in the University's faculty statement "Principles of Professional and Ethical Responsibilities." Faculty members who do not meet their professional responsibilities or whose conduct is not acceptable will be subject to the disciplinary procedures set forth in the University of Colorado Faculty Handbook. <https://www.cu.edu/content/faculty-handbook>

VII.B Student Responsibilities and Conduct. The Department of Philosophy expects that students adhere to the University's Academic Honor Code.

VII.B.1. Faculty who encounter academic dishonesty or ethics violations should follow the guidelines outlined on the CLAS Website:

<http://www.ucdenver.edu/academics/colleges/CLAS/faculty-staff/policies/HandlingAcademicDishonesty/Pages/default.aspx>

VII.B.2. Students who wish to appeal an accusation of ethics violation should be referred to the CLAS Description of Student Rights:

<http://www.ucdenver.edu/academics/colleges/CLAS/faculty-staff/policies/HandlingAcademicDishonesty/Pages/Description-of-Student-Rights.aspx>

VIII. AMENDMENT OF Bylaws

These Bylaws may be amended by request of any rostered faculty, upon written notice of two weeks when classes are in session. A two-thirds vote of the faculty of the Department is required to amend the Bylaws.

END MAIN BYLAWS