

**BYLAWS OF THE DEPARTMENT OF GEOGRAPHY
College of Arts & Science
University of Missouri
Columbia, Missouri**

Mission Statement

The mission of the Department is to advance research and education in the field of Geography, including graduate and undergraduate research and education, and service to the University, the professional community and the citizens of Missouri. Reflecting the discipline of Geography, our research, teaching and service roles also often have international dimensions.

Article I. Membership

Section 1.01 Regular Faculty

- (a) The Geography Faculty consists of all faculty of professorial rank on regular appointment in the Department as well as those holding joint appointments in Geography (hereafter regular faculty).**
- (b) Functions and Responsibilities:**
 - (i) Voting members of the Department are responsible for determining how the Department pursues its mission. This includes all matters affecting academic programs such as programmatic requirements, academic standards, and curriculum. All new degree proposals or changes in existing programs require the approval of a majority of the regular faculty in the Department.*
 - (ii) Voting members are responsible for making personnel decisions within the Department. The power may be delegated to and administered by such officers and committees as specified in articles II and IV of these bylaws.*
 - (iii) In the event of an emergency that precludes the opportunity to convene a meeting of the regular faculty, the Chair may act without the advice and consent of the Department. The Chair is obliged to confer as widely as possible with regular faculty in such an emergency. Any decisions or actions taken in this manner shall be reported and explained to the Geography Faculty at first opportunity and are thereupon subject to deliberation by the voting members.*

Section 1.02 Non-regular Faculty

- (a) Courtesy, non-voting membership shall be extended to Emeriti, Adjunct, Visiting Faculty, and Instructors within the Department (hereafter *non-regular faculty*). Department of Geography *Standing Rules and Procedures* details specifics of membership, rights and responsibilities of non-regular faculty.

Section 1.03 Graduate Student Representative

- (a) The Graduate Student Representative shall be a Graduate student in good standing enrolled in the Department of Geography elected by their peers at the beginning of each academic year.
- (b) Term of office is one year. Representatives may be re-elected in successive years.
- (c) The Graduate Student Representative is to represent the interests of the Graduate Students at Faculty meetings. The Representatives are also expected to communicate the results and actions of Faculty meetings to Graduate Students.
- (d) Representatives may participate in discussion of all matters of Department business except those related to the evaluation or performance of other graduate students or the promotion or reappointment of faculty (as qualified in Article 3.03a).

Section 1.04 Voting Privileges

- (a) The voting membership of the Department shall consist of all regular faculty members, or others elected by this group.
- (b) Voting members on leave but able to attend a regular or special meeting of the Department shall retain voting rights at that meeting. Voting members on leave who make arrangements to vote on agenda items prior to the meeting, such as through electronic mail or a fax, shall retain voting rights.
- (c) Quorum: A majority of the voting faculty in residence at the time of the meeting constitutes a quorum to conduct departmental business.
- (d) Mode of Voting: Voting on departmental business or personnel matters shall be either by a show of hands, a verbal vote, or a proxy vote (a vote mailed in electronically or physically, or cast in some other way while the person voting is physically absent), unless a motion is made for a secret ballot. All departmental votes are majority votes of the voting faculty unless otherwise specified.

Article II. Faculty Officers

Section 2.01 Department Chair:

- (a) *Selection:* The Chair is appointed by the Dean of the College of Arts and Science upon the recommendation of the Department. Voting members of the Department, exclusive of the Chair in office, should discuss and forward their recommendation to the Dean.
- (b) The Chair shall normally serve a three-year term, unless exceptions are made with the Dean. The Chair may be reappointed for a three-year term or less.
- (c) *Duties:*
 - (i) *In general, the Chair is responsible for providing leadership to the Department in achieving its mission and administering the affairs of the department. Among administrative responsibilities of the Chair are the budget, the support staff, departmental equipment and facilities, and course scheduling. The Chair shall be responsible for ensuring that these bylaws are followed properly; shall preside at all meetings, except that when absent, the Chair may designate a presiding officer.*
 - (ii) *The Chair represents the department in College affairs. The Chair oversees interdepartmental and interoffice relations, including cross-listed courses and independent studies. In some cases these relations are carried out directly by faculty members appointed to committees by the Dean.*
 - (iii) *The Chair shall appoint all members of Department committees upon the majority approval of the Faculty unless membership is otherwise designated in Article IV, and shall serve as ex officio on all Department committees.*
 - (iv) *The Chair is responsible for making recommendations to the Dean on salaries. Salary appeals shall be initiated in a formal discussion with the Chair. If the appellant is not satisfied with the outcome of this discussion, a written appeal shall be made to the Department of Geography Salary Appeals Committee. The outcome of the hearing shall be reported to the Dean of the College of Arts and Science by the department chair. This report will include the recommendations of the Salary Appeals Committee and of the Chair. If the appellant remains unsatisfied with the outcome of this hearing, he or she may then engage in the college level appeals process.*

Section 2.02 Director of Undergraduate Studies (DUS):

- (a) The Director of Undergraduate Studies, who shall be a member of the Graduate Faculty, chairs the Committee on Undergraduate Studies.
- (b) *Selection:*

(i) The Director is appointed by the Chair with the advice and consent of the faculty. The duration of the Director's term in office may be established by the Chair with advice and consent of the Faculty.

(c) Duties:

(i) The Director administers the bachelor's degree and the minor degree programs in Geography, including the advising of all major and minor students. Each student's course of study leading to the Bachelor's degree will be approved by the Director and consistent with the rules and regulations of the College of Arts and Science. The Director will review and sign all academic programs as they appear on the Geography Graduation Plan Form.

(ii) The Director is responsible for promoting the Geography programs, including MU Welcome activities.

(iii) The Director will maintain an accurate and up-to-date list of all students working on emphasis areas and minors in geography.

(iv) The Director is responsible for liaison with the Career Planning and Placement Center.

Section 2.03 Director of Graduate Studies (DGS):

(a) The entire faculty of the Department of Geography is ultimately responsible for the graduate degree program in Geography.

(b) The Director of Graduate Studies, who shall be a member of the Doctoral Faculty, chairs the Committee on Graduate Studies.

(c) Selection:

(i) The Director is appointed by the Chair with the advice and consent of the faculty. The duration of the Director's term in office may be established by the Chair with advice and consent of the Faculty.

(d) Duties:

(i) The Director is responsible for promoting and coordinating the graduate program and all certificate programs recommending appropriate actions and policies to the Faculty, including promotional and recruiting activities.

(ii) The Director will maintain an accurate and up-to-date list of all students admitted to the Masters and certificate programs in geography and a list of all students actively working on Masters degrees and on certificates in Geography.

(iii) The Director is responsible for managing applications to the Graduate Program, making them available to the faculty for review, and for chairing the annual spring review of applications. The Director is also responsible for keeping track of TA, RA and other assistantships currently available or pending.

Section 2.04 Honors Director:

(a) The Honors Director will administer the departmental honors program and will represent the Department for purposes of the Honors College.

(b) Selection:

(i) The Director shall be appointed by the Chair with the advice and consent of the faculty. The duration of the Director's term in office may be established by the Chair with advice and consent of the Faculty.

(ii) The Director will be responsible for making the honors program in geography known to eligible students.

Section 2.05 Secretary of the Faculty:

(a) The Secretary of the Faculty, normally the Department's Administrative Assistant, shall keep the minutes of the meetings of the Department and Policy Handbooks for the Department.

(b) The Secretary shall be appointed by the Chair with the advice and consent of the faculty. The duration of the Secretary's term in office may be established by the Chair with advice and consent of the Faculty.

Section 2.06 Representatives of the Department:

(a) Faculty shall from time to time serve on University or College committees, recommended by the Chair and Faculty and appointed by the Dean. In this capacity a Faculty member shall represent the policies of the Department with respect to the good of the University and College.

Article III. Meetings

Section 3.01 *Frequency:* The faculty of the Department of Geography will have scheduled meetings at least two times during the academic year.

Section 3.02 *Special Meetings:* Other meetings may be called by the Chair or by any two faculty members, typically with at least five days' notice; or by prior agreement of all regular faculty members.

Section 3.03 *Attendance:* All members of the Faculty are expected to attend departmental faculty meetings unless on sabbatical or leave. The minutes of meetings will record members present, absent, and excused.

- (a) The Geography Faculty affirms that graduate student participation in Department affairs is of great value to both the Department and the student body. Participation aids communication among faculty and students, enhances debate on issues vital to program improvement, and helps develop students as professionals. Accordingly, Faculty Meetings will be open to an elected Graduate Student Representative excepting those discussions involving personnel, graduate student acceptance, or other such issues where individual graduate students may be the focus. Faculty may request specific issues to be held in complete confidence by the Graduate Student Representative. Any breach of this confidence would be considered a serious violation of ethics, and could result in dismissal of the Graduate Student Representative.
- (b) Non-voting members of the faculty are encouraged to attend departmental business meetings, place items on the agenda for departmental consideration and participate in deliberations, but are not allowed to vote on issues per guidelines outlined in Article 1.04.

Section 3.04 *Parliamentary Procedure.* If the Chair is unavailable or unable to perform these duties, this responsibility shall pass to a representative of the tenured faculty to be determined by the Chair or majority consent of the regular faculty.

- (a) Meeting agendas shall be announced in advance and shall include reports from Departmental Committees.
- (b) Items of business for meetings can be submitted by any Faculty member and will be placed on the next available agenda unless a later date is requested.
- (c) The faculty of the Department of Geography will endeavor to come to decisions on all matters through consensus. For those matters on which a consensus cannot be obtained, a vote will be taken.

(d) Voting procedures shall be bound by the most recent edition of *Robert's Rules of Order* except for decisions on promotion, tenure, and hiring which shall require an affirmative vote of two-thirds of those voting. Action may be taken at meetings only with the presence of a quorum (see section 1.04c).

Article IV. Standing Committees

Section 4.01 Undergraduate Curriculum Committee

- (a) *Function:* The Undergraduate Curriculum Committee is charged with the responsibility of establishing policies, guidelines and criteria for the undergraduate program and aiding the Director of Undergraduate Studies including to:
- (i) *Deliberate any changes proposed by the faculty.*
 - (ii) *Investigate the potential impact on the department and the undergraduate program of such changes.*
 - (iii) *Recommend any curricular changes to the Geography Department faculty and bring it to a vote*
 - (iv) *Maintain and update Departmental materials such as the Geography Graduation Plan Form, and other pertinent dissemination materials (such as the website) outlining programmatic requirements.*
 - (v) *Recruit students and advertise the undergraduate program*
- (b) *Membership:* The Committee will consist of three faculty members:
- (i) *The Geography Department Director of Undergraduate Studies who shall serve as the Chair of the Committee*
 - (ii) *A member appointed by the Departmental Chair*
 - (iii) *A member elected by regular Faculty*
 - (iv) *If possible the two faculty members should come from different emphasis areas within the discipline.*
 - (v) *Faculty members other than the Director shall be appointed to alternating two-year terms (if there are two vacancies in the same year, the member appointed by the Geography Chair shall have a one-year term).*
 - (vi) *A list of current committee members will be kept and maintained by the Departmental Administrative Assistant. Such list should be openly available to all faculty members in the Department.*

Section 4.02 Graduate Curriculum Committee

- (a) *Function:* The Graduate Curriculum Committee is charged with the responsibility to administer the graduate program and aid the Director of Graduate Studies including to:
- (i) *Deliberate any changes proposed by the faculty or graduate student bodies.*

- (ii) Investigate the potential impact on the department and the graduate program of such changes*
- (iii) Recommend any curricular changes to the Geography Department faculty and bring it to a vote*
- (iv) Maintain and update Departmental materials such as the Graduate Guidebook (<http://geog.missouri.edu/grad/guidebk.html>), Graduate Course Checklist (<http://geog.missouri.edu/grad/checklst.pdf>), and other pertinent materials (such as the website) that outline programmatic requirements.*
- (v) Recruit students and advertise the graduate program*
- (b) Membership:** The Committee will consist of three faculty members and one graduate student:
 - (i) The Geography Department Director of Graduate Studies who shall serve as the Chair of the Committee*
 - (ii) A member appointed by the Departmental Chair*
 - (iii) A member elected by voting members of the Geography Faculty*
 - (iv) If possible the two faculty members should come from different emphasis areas within the discipline.*
 - (v) A graduate student elected by the current body of graduate students (active participation in the committee will be predicated on election by peers and not volunteering or being appointed).*
 - (vi) Faculty members other than the DGS shall be appointed to alternating two-year terms (if there are two vacancies in the same year, the member appointed by the Geography Chair shall have a one year term).*
 - (vii) Graduate members will have one-year appointments and will be elected in the fall semester of each academic year.*
 - (viii) A list of current committee members will be kept and maintained by the Departmental Administrative Assistant. Such list should be openly available to all faculty and graduate students in the Department.*

Section 4.03 The Department of Geography Salary Appeals Committee

- (a) Formed on an as-needed basis, shall consist of all members of the Geography faculty receiving compensation for full-time on-campus duties, excluding the appellant and Chair, but in no case shall the Committee consist of fewer than three members of the faculty. The Committee shall select its own chair.**

Section 4.04 Personnel Review Committee:

(a) The membership shall consist of:

- (i) Up to five faculty members with tenure at the time that committee service begins:*
- (ii) Rank of Associate Professor or higher with tenure and currently on full-time appointment to the University*
- (iii) If the total number of eligible faculty is greater than five an election will be held among voting members of the faculty to determine who will serve on the Personnel Committee*
- (iv) The term of office shall be for two years starting the beginning of the fall semester after the election is held.*
- (v) A quorum shall be necessary to conduct committee business.*
- (vi) When possible, the Departmental Chair shall appoint a temporary alternate in the event of prolonged absence of a regular committee member. In cases where the absence is one year or longer, a special election shall be held to fill the remainder of the term.*
- (vii) The Departmental Chair shall serve as an ex officio, non-voting member.*

(b) The Committee Chair and Committee Secretary shall be elected by the committee from its membership, and shall have full voting privileges.

(c) The use of confidential information and documents:

- (i) All action by the Personnel Committee and information furnished to the committee shall be confidential and shall be released only as provided by these Bylaws.*
- (ii) Any Personnel Committee member who discloses this confidential information may be subject to review by a Grievance Committee.*

(d) Review Procedure:

- (i) Evaluation Period shall be a moving sum of the prior three years.*
- (ii) Each faculty member being reviewed shall provide the following at least a week prior to interviews:*
 - 1) 2-3 page update of activities
 - 2) Current CV
 - 3) Written teaching evaluations and course evaluations summary (may be supplied by Departmental Assistant when possible) for the most recent year.

(iii) Faculty Interviews:

- 1) Limited to 30 minutes
- 2) First 10 minutes, faculty members are expected to highlight their accomplishments and contextualize their productivity. This will be followed by Q&A by committee members and anything else the faculty member may wish to say. Departmental Chair may also ask questions during the Q&A if desired.

(iv) Rubric:

- 1) Each committee member produces three numerical scores for each faculty on a scale of 1 (lowest) to 5 (highest) in the three categories of Research, Teaching and Service.
- 2) The average score given in each of these categories must be 3.0 +/- 0.2 per committee's consensus.
- 3) Scores will be weighted according to their appointment type (e.g. for a typical 40-40-20 appointment research and teaching scores will be each worth 40% while service is worth 20%).
- 4) Members must score everyone except themselves.
- 5) Scores will be due at the end of all interviews. Each faculty member will be subsequently discussed and members may change their scores in light of committee discussions. All scores will be compiled and calculated by the Committee Chair except their own. Scores for the Committee Chair will be compiled by the Committee Secretary.
- 6) Results of the scoring will be reported along with any additional comments made by the committee to the Departmental Chair.

Section 4.05 Ad Hoc

- (a) Where the Department of Geography does not have standing faculty committees, the faculty of the department acts as a committee of the whole, or the Chair may appoint a special committee upon approval of a majority of the Faculty.**

Article V. Other Matters

Section 5.01 Development and Alumni/Public Relations

- (a) The Department's Administrative Assistant will maintain up-to-date files of all its masters and bachelors graduates. The Department will cooperate with appropriate offices on campus in alumni and development activities.**
- (b) The Department will issue an alumni newsletter periodically (at least once a year), and hold periodic alumni reunions as deemed appropriate.**

Section 5.02 Recruitment

- (a) Special efforts, including application for supplemental funding, will be made to recruit the best possible graduate students. As appropriate, promotional travel expenses will be provided to support recruiting activities. The Director of Graduate Studies normally will supervise or recommend recruiting activities.**

Section 5.03 Colloquium Series

- (a) The Department seeks to maintain a scholarly and social sense of community through regular internal colloquia series. Normally a single faculty member serves as Colloquium organizer for a period of time negotiated with the chair. The Department is often asked to donate funds to support visitors to other departments or programs, with faculty voting on if/how much support should be extended.**

Section 5.04 Syllabi

- (a) Every course taught in the Department must have a well-developed syllabus that includes the University's ADA accommodations. All instructors of Department courses are required to submit paper and electronic copies of the course syllabus to the Department Chair at the start of the semester. Syllabi should include an outline of the topics to be covered in the course. It may be appropriate for faculty to review syllabi and recommend changes to avoid duplicated efforts or fill in gaps in the Department's curriculum.**

Section 5.05 Course Load

- (a) The normal course load for tenure track faculty will be two courses per semester. If a course is cancelled due to low enrollment, the chair may require its instructor to teach an additional course in a later semester. The chair may negotiate course buyouts with individual faculty members.**

Section 5.06 Summer Teaching

- (a) Faculty members will first be offered the opportunity to teach summer and intersession classes. If they decline, the opportunity goes to others, including graduate students, according to rank and qualifications.**

Article VI. Rules and Procedures

Section 6.01 Authority

- (a) The rules, regulations, policies, and procedures of the College of Arts and Science, the Graduate School, and other higher-level administrations take precedence over those of the Department of Geography.**

Section 6.02 Faculty Search Process

- (a) Decisions concerning new faculty appointments, including temporary and visiting faculty, will be made by the Department faculty in accordance with the rules and policies of the College of Arts and Sciences and the University and Article III, Section D.4 of the by-laws.**

Article VII. Bylaws

Section 7.01 Bylaws: These bylaws contain the core principles by which the Department of Geography has chosen to govern itself. They should be read in tandem with the Standing Rules and Procedures of the Department, which regulate current departmental practices.

Section 7.02 Amendment: These bylaws may be amended at a regular meeting, or at a special meeting of the Department called for that purpose, by a two-thirds majority of all voting members, provided the amendment has been given in writing to the members at least seven working days before the meeting.

Section 7.03 Access and Transparency: These bylaws shall be posted on the Departmental website and accessible without restriction. At the beginning of each academic year the Chair will be responsible for distributing a copy of the bylaws to each voting member of the Department and designated student representatives. In addition, a copy of the bylaws shall be kept in both the Chair's office and the Departmental office.