

**OFFICIAL BYLAWS OF THE DEPARTMENT  
OF GEOGRAPHY, GEOLOGY, AND THE ENVIRONMENT  
Approved by Faculty in August 2017**

**FACULTY MEETINGS**

The faculty of the Department of Geography, Geology, and the Environment shall meet at least four times each semester to discuss the business of the Department. Attendance at faculty meetings is mandatory for all faculty. The Department Chair shall schedule these meetings at the beginning of each semester, including one in August to elect members to the various departmental standing committees and another in May to seat the DFSC for the following academic year.

At the discretion of the Chair, the Department will hold an annual retreat to set goals and discuss major issues for the forthcoming calendar year. The retreat will be held either in August, December, or January.

Faculty shall recommend items for meeting agendas one week prior. The Chair shall provide the faculty with the meeting agenda at least one full day in advance.

The faculty meeting should consist of the following activities:

1. Approval of the minutes of the previous meeting
2. Election of committee members (if appropriate)
3. Old business
4. New business and announcements
5. Chair's report
6. Department committee reports
7. College committee reports
8. University committee reports
9. General discussion

**DUTIES OF THE DEPARTMENT CHAIRPERSON (from [ISU Policy 3.3.6](#))**

The Chair is the chief administrative officer of the Department, having general responsibility for personnel hiring, firing, and evaluation; for budgets and facilities under departmental control; for curriculum development; and for the general academic reputation and atmosphere of that unit. Specifically, the Chair is responsible for fiscal management, for personnel management including scheduling, for developing long-range and short-range plans and goals, for encouraging professional activity in the form of innovative and high quality teaching, scholarly productivity, and public service appropriate to the discipline. Illinois State University operates in a shared governance system, and it is expected that Department Chairs will exercise leadership in regular consultation with the appropriate faculty, staff, and students. In sum, Chairs are expected to be responsible stewards of resources and effective managers of staff as well as academic leaders who foster a culture conducive to high standards in teaching, research, creative activity, professional service, and collegiality. Chairs are evaluated annually for salary increases by the Dean. Chairs serve at the pleasure of the Dean of the College.

**DEPARTMENTAL COMMITTEE STRUCTURE AND GENERAL RESPONSIBILITIES**

- The Department shall have the following standing committees: Advancement, Awards, Budget, Bylaws, Colloquium, Curriculum, Development, Diversity and Inclusion, Facilities and Technology, Faculty Status (DFSC), GIS Affairs, and Hydrogeology Guidance and Evaluation.

- Members of all committees except the DFSC are elected by the faculty at the first Department meeting in the fall and shall take their places immediately.
- Unless specified, each committee shall appoint a Committee Chair who will, with the consultation of the Department Chair and the rest of the committee, set the agenda, schedule meeting times, take minutes, and report to the faculty.
- The Department Chair shall promptly appoint replacements for unscheduled committee vacancies. Except for vacancies resulting from resignation, appointments of this sort shall be of a temporary nature and effective only until the original member returns to service.
- A quorum for committee meetings shall consist of a majority of each committee's membership. Quorum definition: 60% of tenure line faculty
- Standing committees should meet at least once each year. Minutes of each meeting shall be kept and made available to the faculty within one week, and summarized at the next faculty meeting.
- An individual faculty member shall serve on at least one standing committee during a given academic year but should not serve more than two consecutive terms on any particular committee.
- Students and staff may serve as non-voting members on any committee, as appropriate.

Outside of the DFSC, certain committees recognize the right of a member or members to appeal committee decisions to the Department. The appeal procedure is as follows:

1. The appellant notifies the Chair of the Committee that an appeal is to be made.
2. The appellant notifies the Department Chair at least one week prior to the next Department meeting.
3. The Chair of the Department places the item on the agenda for the next Department meeting.

## STANDING COMMITTEES

### **ADVANCEMENT COMMITTEE**

The purpose of the Advancement Committee is to assist with departmental outreach activities. The Committee shall consist of two geographers and two geologists. Committee members shall serve staggered two-year terms with 1 geographer and 1 geologist elected each year.

The Committee shall:

- During the spring semester, meet with the Outreach Coordinators and where appropriate with advisors and other faculty to review:
  - Departmental promotional materials to ensure accuracy and currency
  - Departmental website to ensure accuracy and currency
- Coordinate and participate in the following Departmental events:
  - Commencement receptions and ceremonies, by:
    - Obtaining a list of new graduates and sending an invitation announcing graduation and reception
    - Organizing the commencement reception (identifying venue, purchasing food/cake, etc.)
  - Department picnics, by:
    - Setting a date and venue, sending announcements to the Department and students, managing RSVPs, coordinating the menu, etc.
  - Retirement parties
- When necessary, participate in open house and other university-scheduled promotional fairs

## **AWARDS COMMITTEE**

The purpose of the Awards Committee is to oversee the process of awarding student scholarships. The Committee shall consist of at least three members, one of them to be a geologist and one a geographer. Additional Committee members will include the Teacher Education Advisor(s). Terms shall be for three years and staggered.

The Committee shall:

- Disseminate criteria and deadlines for awards to all faculty and students in the Department
- Beginning each February, distribute application forms and then oversee selection process for various scholarships offered by the Department
- Nominate recipients of the endowed scholarships and verify financial need status where necessary
- Inform Department Chair of the recommendations
- Oversee the development of new scholarships and awards as they come into existence
- Plan an awards ceremony at the Spring Department picnic, including by:
  - ensuring awards certificates are made
  - working with the Advancement Committee to coordinate the event

## **BUDGET COMMITTEE**

The purpose of the Budget Committee is to advise the chair on issues concerning fiscal management of the Department. The Committee shall consist of three members, one geographer, one geologist, and one hydrogeologist. Terms shall be for three years and staggered.

The Committee shall:

- Each spring, assist with the formulation of the annual budget document and college presentation
- Each spring, recommend a ranked list of fiscal priorities for the upcoming year (in part with the consultation with the Facilities and Technology Committee)
- Assist the Chair in developing departmental response plans to mandated fiscal rescissions

## **BYLAWS COMMITTEE**

The purpose of the Bylaws Committee is to assist with reviewing, revising, and updating the Department bylaws. Changes in the bylaws may be proposed by any faculty member or appointed committee member to the Bylaws Committee for review and further discussion with faculty. The Committee shall consist of at least three members, one of them to be a geologist and one a geographer. Terms shall be for three years and staggered.

The Committee shall:

- Review, revise and update the Department bylaws document when appropriate and at least every five years.
- At the first faculty meeting each academic year, ensure that all standing and ad hoc committees are seated.
- Keep a log of committee memberships, college and university committee memberships and other assignments, and special departmental service tasks.
- Ensure that Department bylaws are adhered to.

## **COLLOQUIUM COMMITTEE**

The purpose of the Colloquium Committee is to coordinate department activities related to our colloquia. Each program, geography and geology, will identify a colloquium coordinator. Each program will devise the specific duties of the program coordinator in establishing a colloquium schedule. The Committee

shall consist of up to four members: the geography colloquium coordinator and geology colloquium coordinator, plus up to 2 coordinators-in-training, one for each program. Terms shall be for two years and staggered.

Individually, colloquium coordinators for each program shall:

- Ensure that events are listed on the Departmental events calendar
- Work with Department outreach coordinator to publicize the events in the department, around the university and the community, in variety of ways including through social media.
- Assist with the coordination of the named lecturer events

As a Committee the coordinators shall:

- Coordinate the schedules of the two series to minimize scheduling overlap

Faculty hosts will be responsible for coordinating a colloquium speaker's visit, including generating flyers, scheduling meetings with faculty, scheduling meals, and coordinating with Departmental staff concerning the travel and lodging for the speaker.

Departmental staff will post flyers and make travel and lodging arrangements in conjunction with the Faculty host.

## **CURRICULUM COMMITTEE**

The purpose of the Curriculum Committee is to assist with the development of program curricula and to create and maintain a long-term class schedule. The Committee shall consist of one member representing each program, geography, geology, and hydrogeology. Members will be elected for three-year terms, staggered. Program advisors will serve as ex-officio members of this Committee, if not elected. In consultation with the Chair of the Department, the Committee will develop and keep current a long-term class schedule and assure there is adequate faculty input into the preparation of such schedules.

Any curricular or programmatic issue may be brought before the Department for consideration by any faculty member at any time. This Committee shall examine and approve all curriculum items leaving the Department. Issues involving changes in major or minor requirements, new courses, and course revisions and deletions must go from this Committee to the Department Chair for approval. The program representatives shall review respective catalog copies in consultation with the Chair of the Department. Major programmatic revisions as determined by the chair and faculty will be handled through an ad-hoc committee.

## **DIVERSITY AND INCLUSION**

The purpose of the Diversity and Inclusion Committee is to help promote departmental culture of respect and tolerance. The Committee shall consist of two members, one geographer and one geologist, and the Chair. The committee may select a student member, as needed. The faculty shall serve staggered two-year terms.

The Committee shall:

- Establish, disseminate, and periodically review departmental civility guidelines
- Periodically assess the culture of respect and tolerance in the department
- Initiate relevant discussions among faculty, staff, and student bodies
- Work with the Colloquium committee to invite relevant speakers to campus, at least one each year

- Organize activities/panels/discussions for students surrounding issues of diversity and inclusion

### **DEPARTMENT FACULTY STATUS COMMITTEE (DFSC)**

The Department Faculty Status Committee (DFSC) operates under guidelines adopted by the Board of Trustees and within the framework outlined by the University Review Committee and the College Faculty Status Committee. The Committee shall consist of four members, one geographer, one geologist, an at-large member, and the Department Chair. The faculty shall serve staggered two-year terms. DFSC members will be elected at the last faculty meeting during the Spring semester.

The Committee shall:

- Make recommendations to the appropriate University persons and committees on salary, appointment, promotion, non-reappointment, and tenure
- Conduct equity reviews of salaries
- Monitor the professional conduct of departmental faculty
- At least every five years, the DFSC shall formally invite input from the faculty regarding recommended revisions to ASPT policies and procedures. Based on this input, the DFSC shall present to the faculty the revisions that it endorses. Following discussion and possible amendments, the faculty will vote upon the proposed revisions as per V.B. Changes approved prior to November 1 are effective the next calendar year, on January 1.
- Nominate faculty for various college and university-level awards
- Review and rank sabbatical proposals
- Review and rank URG proposals

The full set of responsibilities and other procedures of the DFSC are outlined in the departmental ASPT document.

### **DEVELOPMENT COMMITTEE**

The purpose of the Development Committee is to advise the Chair on issues regarding development and assist with Department's activities related to fund- and friend-raising. The Committee shall consist of three members, one geographer, one geologist, and one hydrogeologist. The faculty shall serve staggered three-year terms.

The Committee shall:

- Help identify annual Alumni Day speaker(s) and inform the Alumni Office
- Help organize Alumni Day activities and host the speaker. This includes making arrangements for the guest's stay, recruiting students for the luncheon, colloquium, and meals.
- Represent the Department at fund raising events such as the annual Emeritus faculty luncheon

### **FACILITIES AND TECHNOLOGY COMMITTEE**

The purpose of the Facilities and Technology Committee is to advise the Department Chair on issues regarding space and technology and assist with the management of the Department's infrastructure including spaces (classrooms, storage, office, laboratory) and equipment (for teaching and research). The Committee shall consist of four members: a geologist, a geographer, one hydrogeologist, and the designated departmental Facilities & Technology Coordinator. The terms for the faculty shall be two years and staggered.

The Committee shall:

- Each year, assist the department Facilities Coordinator in completing the annual inventory of instrumentation, computer hardware and software, and other equipment used for research and teaching
- Each academic year, as needed, assist the department Facilities Coordinator in completing the annual inventory of department facilities (classrooms, research spaces, storage areas in and outside of the department) and document how they are used and what they contain.
- Assist, as needed, with the recapitalization process of the computational laboratories
- Work with other faculty and staff to develop, maintain, and update departmental plan for:
  - computer technology (hardware and software)
  - scientific instrumentation
  - research facilities
  - space use and renovation needs (offices, classrooms, current storage areas including Williams Hall, etc.)
- Each spring, make recommendations to the Budget Committee and Chair regarding prioritized list of items for funding in the following year. These items may include suggestions for renovations, acquisition of new teaching and research equipment, etc.
- Work with the DFSC and others as appropriate concerning space needs for new hires
- Provide feedback and guidance regarding the acquisition of major instrumentation and equipment for the department through grants, contracts, startup, and foundation monies. Major instrumentation refers to any equipment that will require dedicated space, maintenance plan, personnel support, and/or safety considerations. When appropriate assist with the development of maintenance plans and help ensure instrumentation will be housed properly and costs of renovations are estimated

### **GIS AFFAIRS COMMITTEE**

The purpose of the GIS Affairs Committee is to manage and oversee GIS-related issues in the department. The Committee consists of at least two faculty members with expertise in GIS or related technologies. The terms for the elected faculty are flexible. Staff members with expertise or interest in GIS may join the group in an ex-officio capacity.

The Committee shall:

- Assess GIS-related technology needs
- Assist with computer recapitalization process for FHS202 and FHS429
- Periodically review and update GIS Certificates and Spatial Analysis Certificate curricula
- Oversee GIS Day activities

### **HYDROGEOLOGY GUIDANCE AND EVALUATION (G&E) COMMITTEE**

The purpose of the Guidance and Evaluation Committee (G&E) is to assist with administrative activities of the Hydrogeology Graduate Program. The Committee consists of at least three graduate faculty members, and shall include the Hydrogeology Program Coordinator serving as the Committee Chair and two elected-member(s) from the graduate faculty. The terms for the elected faculty shall be two years and staggered.

The Committee shall:

- Review the Graduate catalog copy
- Each year, collect and report assessment data to the University
- Revise the assessment plan, as needed

The G&E Committee assists students during the initial stage of their graduate program. The responsibilities of the G&E Committee include:

- Screening and ranking of applicants to the graduate program
- Recommending candidates for teaching assistantships after consultation with other program faculty
- Identifying deficiencies and developing a plan for their timely removal
- Advising students in course selection
- Advising students in selecting a thesis advisor and developing a thesis topic

Each graduate student is required to meet with the G&E Committee before classes begin in his or her first semester in residence. At the discretion of the Committee, each graduate student shall meet with the Committee at least once per semester until his/her thesis proposal has been approved. Students may convene a meeting with the G&E Committee at any time.

A report of each G&E Committee meeting shall be placed in the student's file.

### AD HOC COMMITTEES

The purpose of ad hoc committees is to handle short-term departmental business. The Department Chair will convene ad hoc committees. Committee members shall be appointed by the Chair of the Department; the Chair of the Department shall notify the faculty Bylaws Committee of the existence and membership of each new ad hoc committee. Ad hoc committees should be active for no longer than two academic years. If an ad hoc committee exists for more than two years, the Bylaws Committee should consider elevating it to a standing committee.

Examples of ad hoc committees include search committees, program review committees, strategic planning committees, and the Ridgley Fellowship committee. The jurisdiction of ad hoc committees shall never overlap that of standing committees.

### SPECIAL DEPARTMENTAL SERVICE TASKS

The Department has several special tasks assigned to faculty that are outside the scope of the standing and ad hoc committees. The tasks are outside of the committee structure but are extremely important for the Department to function. These tasks, assigned to faculty, include:

- Earth and Space Science Education Advisor
- Gamma Theta Upsilon Advisor
- Geography Club Faculty Advisor
- Geography Honors Advisor
- Geography Internship Coordinator
- Geography Assessment Coordinator/Committee
- Geology Club Faculty Advisor
- Geology Field Camp Director
- Geology Honors Advisor
- Geology Program Advisor
- Geology Assessment Coordinator
- GEOMAP Director
- Hydrogeology Graduate Program Coordinator
- Institutional Review Board Representative
- Department Brown Bag Coordinator

- Department Library Liaison

The Department Chair shall appoint a faculty member to perform a particular task at the beginning of each academic year. Interest in any of the positions should be communicated to the Chair and/or the DFSC at any time. The Department Chair will make every effort to ensure that all service activities are distributed among faculty and staff as equally and fairly as possible.



Table 1: Committee structures and breakdown of terms

Committee	Composition			Term		
	Geographer	Geologist	Other		(yrs)	
<b>Advancement</b>	2	2		2	Staggered	1 Geographer & 1 Geologist each year
<b>Awards</b>	1	1	1 – At- Large Teacher Education Advisors	3	Staggered	
<b>Budget</b>	1	1	1 - Hydrogeology	3	Staggered	
<b>Bylaws</b>	1	1	1 – At- Large	3	Staggered	
<b>Colloquium</b>	2	2		2	Staggered	1 Geographer & 1 Geologist each year
<b>Curriculum</b>	1	1	1 – Hydrogeology	3	Staggered	
<b>Diversity and Inclusion</b>	1	1		2	Staggered	
<b>GIS Affairs</b>			Faculty with GIS Expertise		Flexible	
<b>Facilities &amp; Technology</b>	1	1	1 – Hydrogeology 1 ex-officio	2	Staggered	
<b>DFSC</b>	1	1	1 – At- Large	2	Staggered	
<b>Development</b>	1	1	1 - Hydrogeology	3	Staggered	
<b>Guidance &amp; Evaluation</b>			2 – Graduate Faculty members	2	Staggered	Hydrogeology Coordinator is the 3 <sup>rd</sup> member