

Bylaws of the Department of Geology of the University of Georgia

last revised 2 October 2023

1. FACULTY

The faculty of the Department of Geology is as specified by Article IV of the Bylaws of Franklin College of Arts and Sciences. Currently, the faculty is defined as tenured faculty, tenure-track faculty, and others budgeted for at least half time who have been recommended for faculty appointment by a vote of the department faculty. Adjunct and Emeritus faculty may attend and participate in faculty meetings, but may not vote. For participation in the election or review of a department head, an untenured or, nontenure-track faculty member must also have a reasonable expectation of appointment or reappointment beyond the date beginning the new term of the department head service.

All new faculty appointments must be approved by a majority vote of the faculty.

2. DEPARTMENT HEAD

The Department Head is the chief administrative officer of the department, as defined in Section 5, Article IX of the Statutes of the University of Georgia, and is responsible for the equitable and effective use of the department's resources and for providing leadership and focus for the department. The Department Head shall administer the rules and regulations enacted by the faculty. The Head will present all major questions of policy to the faculty for its approval. The Department Head will appoint the Associate Head as described in Section 3 in consultation with the Dean. The Department Head will also appoint the Graduate Coordinator and the Undergraduate Advisors.

3. ASSOCIATE DEPARTMENT HEAD

The Associate Department Head oversees scheduling classes for each semester including the summer session. They also fill in for the Department Head when the Head is absent from campus, and assists the Head in other administrative tasks as necessary. The Department Head will nominate the Associate Head for approval by the majority of faculty. This will apply to administrations after 2009.

4. MEETINGS

Meetings of the faculty will be held monthly from September through April at a date and time agreed upon by the faculty. Special faculty meetings may be called as necessary. The Geology Rules of Order (adopted January, 2009) shall govern the running of all faculty meetings unless suspended by a vote of the faculty for that meeting. All meetings, except those to review the Department Head, shall be chaired by the Head. In the absence of the Head, or if the Head wishes to be excused from

chairing the meeting, the Associate Head shall chair the meeting. If the Associate Head is not available, the Head shall appoint a replacement from the tenured faculty.

For all faculty meetings, a quorum is a majority of the faculty eligible to vote who are in residence.

The agenda for all faculty meetings should be distributed at least three business days prior to the meeting. No final action may be taken on an item not on the agenda of a meeting.

A Recorder shall be appointed from the faculty; this can be a rotating duty. The Recorder will be responsible for compiling the minutes of faculty meetings and distributing them in a timely fashion. Minutes of the faculty meetings, and any associated documents handed out during those faculty meetings, will be kept for reference in a notebook in the Department Office.

All matters involving the Graduate Program should be presented to the Graduate Faculty. Regular and Provisional Graduate Faculty members may vote on matters involving the Graduate Program, except for the recommendation of Regular Appointment to the Graduate Faculty which may only be voted on by the Regular Graduate Faculty. All Graduate Faculty meetings shall be open to all of the Faculty as defined in Section 1.

The graduate students of the Department are invited to have an elected, non-voting, representative present at Faculty meetings. The student representative may be asked to leave when matters involving personnel or specific students are discussed.

The staff of the Department are invited to have a non-voting, representative present at Faculty meetings. The staff representative may be asked to leave when matters involving personnel or specific staff are discussed.

5. COMMITTEES

The standing committees of the department are the Executive Committee, Committee on Committees, Curriculum Committee (composed of the Undergraduate Program and Graduate Program sub-committees), Admissions, Student Awards, Faculty Awards, and Merit Pay Raise Committee. In addition, certain individual faculty members act as a committee of one as Undergraduate Advisor, Graduate Coordinator, and Supervisors of various Special Facilities.

Members of the committees are appointed by the Committee on Committees at the beginning of the fall semester. The faculty shall elect members of the Committee on Committees at a retreat before the fall semester begins or at the first faculty meeting of the fall semester. Members of all committees appointed in the previous year continue to serve on those committees until new members are appointed. The Head appoints the committee chairs unless the Head specifies they shall elect their own chair.

6. COMMITTEE ON COMMITTEES

The Committee on Committees is composed of three faculty members elected by a vote of the faculty at the fall retreat or at the first faculty meeting of the fall. The committee will choose the membership of all standing committees (except Merit Pay Raise Committee) each fall relying in part on advice from the faculty. This committee will also bring recommendations to the full faculty regarding committee structure in the department including the creation of new standing committees as well as the decommissioning of old standing committees.

7. EXECUTIVE COMMITTEE

The Executive Committee is composed of the Tenured Faculty. The Head acts as Chair of the Executive Committee except in the case of grievance hearings involving the Head (see Article 20 below). The Executive Committee shall meet at least once per academic year to evaluate non-tenured faculty for promotion and tenure. The subcommittee of Professors shall also meet at least once per academic year to review Associate Professors for promotion.

8. CURRICULUM COMMITTEE

The Curriculum Committee is composed of two sub-committees, the Undergraduate Program Committee and the Graduate Program Committee.

The Undergraduate Program committee is composed of the Undergraduate Advisor (or advisors) and at least two other faculty members. All matters involving the Undergraduate Program should first be considered by the Undergraduate Program Committee. If the matter does not in any way concern the Graduate Program, the Undergraduate Program Committee may report directly to the Faculty. If the matter concerns the Graduate Program, it should be presented to the full Curriculum Committee before coming to the Faculty.

The Graduate Program Committee is composed of the Graduate Coordinator and two to three other faculty members. All matters involving the Graduate Program should first be considered by the Graduate Program Committee. If the matter does not in any way concern the Undergraduate Program, the Graduate Program Committee may report directly to the Faculty. If the matter concerns the Undergraduate Program, it should be presented to the full Curriculum Committee before coming to the Faculty.

All new course proposals or course change proposals should be reviewed by the appropriate sub-committee and the full Curriculum Committee before being presented to the Faculty for approval. No course proposals or course change proposals shall be sent to the Dean of Arts and Sciences until they have been reviewed by the Curriculum Committee and approved by the Faculty at a duly called Faculty Meeting.

9. ADMISSIONS COMMITTEE

The Admissions Committee comprises the Graduate Coordinator and three other faculty members. The Graduate Coordinator normally acts as Chair of this committee. The Admissions and Awards Committee shall review all applications for admission to the Graduate Program and make recommendations to the Graduate Coordinator. The Committee shall also recommend the awarding of Teaching Assistantships, Research Assistantships, and other funding sources for incoming and returning students.

Appointments to this committee should be staggered three-year terms with one member rotating onto the committee each year.

During the summer, or when several committee members are unavailable, the Graduate Coordinator and Department Head, in consultation with any members who are available, may make decisions on Admission to the Graduate Program or the awarding of assistantships.

10. STUDENT AWARDS COMMITTEE

This committee will review all proposals for student research and travel supported by department endowments. Typically, the committee will meet fall and spring semester. A list of endowments is maintained in the Geology graduate handbook and on the Geology website. The committee consists of three faculty members and is chaired the Graduate Coordinator. The composition of the committee should reflect a diversity of disciplines within the department. The committee will assign specific amounts of funding to each proposal based on the proposal quality and availability of funds in each endowment. Where awards are discipline-specific (e.g., Berg, Levy, Thiele), the committee will consult with any faculty in those areas for their funding recommendations.

11. MERIT PAY RAISE COMMITTEE

The Merit Pay Raise Committee is composed of three full-time tenure-track faculty members selected randomly by the Head from three selection pools that equally represent the research interests of the department. The Merit Pay Raise Committee provides performance advice to the Head who is responsible for allocating pay raises according to the by-laws of the University of Georgia.

12. FACULTY AWARDS COMMITTEE

The Faculty Awards Committee is composed of the Department Head and at least 2 other faculty members. The Faculty Awards committee will nominate Geology faculty for UGA awards, including but not limited to Sandy Beaver, Richard Russell, Distinguished Researcher, and Lothar Tresp Awards/Professorships. The committee will be tasked with compiling data, soliciting letters of recommendation, and applying

for such awards. The committee will be appointed by the committee on committees in the Fall semester. To be in alignment with most UGA awards deadlines that are typically early in the Fall semester, the awards committee will not begin the work until the following Spring semester with continuation of work through the following Fall semester. Nominations and preparation of awards applications will occur in the Spring semester and awards applications will be finalized and submitted in the Fall semester.

13. UNDERGRADUATE ADVISOR

The Undergraduate Advisor oversees advising undergraduate majors concerning their academic program. The Undergraduate Advisor oversees all records of undergraduate majors. When the number of undergraduate majors is too large for a single advisor to handle, additional undergraduate advisors may be named. In such cases, the undergraduate population is divided between the advisors in an equitable fashion.

14. GRADUATE COORDINATOR

The Graduate Coordinator oversees supervising the Graduate Program. The Graduate Coordinator is responsible for assuring that Graduate Students satisfy the requirements specified by the faculty. The Graduate Coordinator is also responsible for reviewing the performance of the Graduate Teaching Assistants. The Graduate Coordinator is responsible for all communications between the Department and the Graduate School including the preparation of dossiers for Graduate School scholarships and awards.

15. STUDENT APPEALS

If a student wishes to appeal a grade or treatment received from a course instructor, the following procedures should be followed.

The student must first discuss the situation with the course instructor. If the instructor refuses to change the grade, then the student should present the appeal in writing to the Department Head. The Department Head shall first attempt to find a resolution through discussions between the student and the instructor involved. If these attempts are unsuccessful, an ad hoc arbitration committee shall be appointed. The student and the instructor shall each choose one member from the tenured faculty of the Geology Department. The Department Head chooses a third tenured faculty member who acts as chair. If the instructor involved in the appeal is the Department Head, the Executive Committee shall elect the chair of the arbitration committee. The committee shall investigate the matter and report recommendations in writing to the Head. If the decision involves a change in grade, the instructor shall be asked to abide by the committee recommendation. If the instructor refuses, he/

she can appeal the committee decision to the Academic Standards Committee of Franklin College Senate within 30 days of the date that he/she received the committee's decision. If the instructor declines to file an appeal within 30 days, the Department Head shall be empowered to execute a grade change according to the recommendation of the ad-hoc arbitration committee. The student also has the option of appealing an unfavorable decision to the Academic Standards Committee of the Franklin College Faculty Senate

16. FACULTY AND STAFF GRIEVANCE PROCEDURE

If a faculty or staff member has a grievance against the actions of the Department Head or other members of the faculty and staff, the following procedures should be followed.

First, the faculty member should submit alleged grievances in writing to the Department Head stating the grievance and request for redress in an attempt to resolve the matter directly with the Head. The Department Head should respond in writing within one calendar week of the receipt of this document. If no solution agreeable to both parties is obtained, the grievance and response shall be submitted to the Executive Committee. If the grievance involves the Department Head, the Executive Committee shall elect a Chair, other than the Head, to conduct the meeting. In all deliberations, both parties shall have equal access to the committee hearings. The Executive Committee, proceeding in a timely manner, may take one of the following actions.

1. Dismiss or return for cause (for example, for insufficient supporting evidence, or if redress involves violation of University Statutes).
2. Attempt to resolve the grievance by suggesting a solution agreeable to the plaintiff.
3. Appoint an appropriate mediator (e.g. full professor or senior staff member from the University community) to help the involved parties reach a mutually agreeable resolution of the grievance.

The Executive Committee shall report any action that it takes on grievances promptly to all involved parties. Any resolutions achieved by this process shall be considered as good-faith agreements among members of the University community. The goal of this process is to obtain expedient mutually satisfactory resolution of grievances in lieu of invoking the formal grievance procedures of the Faculty Senate of the College of Arts and Sciences and the University Council, or the Consolidated Grievance Procedures of the University of Georgia.

Nothing in these bylaws prevents a faculty or staff member from directly invoking formal grievance procedures at a higher level if they feel such action is justified.

17. AMENDMENTS

The faculty of the Geology Department may alter, amend or abolish these Bylaws by a two-thirds vote of the eligible faculty (as defined in paragraph 1) in residence, on a written ballot at any regular faculty meeting.