

GUIDELINES FOR GOVERNANCE
DEPARTMENT OF GEOGRAPHY
(Last modified April, 29, 2009)

ARTICLE I. FACULTY

The faculty is defined in accordance with the Bylaws of the Franklin College of Arts and Sciences. Only tenured and tenure-track faculty are eligible to vote at faculty meetings.

Adjunct faculty status may be granted by a faculty vote to University of Georgia faculty in allied disciplines or persons from outside the University of Georgia. Candidates for adjunct faculty must have an advocate for appointment within the department. Adjunct faculty status confers the privilege of actively engaging in the intellectual life of the department. In addition, adjunct faculty who are employed by the University of Georgia may serve as a major professor for graduate students in geography, in accord with the Graduate Faculty Procedures of the Graduate School. Adjunct faculty members shall not vote in departmental faculty meetings, nor shall they be required to serve on departmental standing committees.

ARTICLE II. PARLIAMENTARY PROCEDURES

All meetings of faculty, tenured faculty, graduate faculty, and designated committees shall be conducted in adherence with parliamentary procedure as established by Robert's Rules of Order.

ARTICLE III. DEPARTMENT HEAD

The selection of a Head for recommendation to the Dean of Arts and Sciences shall be done in accordance with the Bylaws of the Franklin College of Arts and Sciences and the Statutes of the University. The Department Head may appoint an Associate Head to assist in departmental administration. The Head's selection of an Associate Head will be ratified by a simple majority vote of the faculty.

The Head shall have general direction of the work of the department as specified in article IX, Section 5 of the Statutes of The University of Georgia.

ARTICLE IV. DEPARTMENTAL ADVISORY COMMITTEE

The tenured and tenure-track faculty, exclusive of the Head and the Associate Head, shall

elect annually four members of an Advisory Committee to advise the Head in departmental administration. This election shall be conducted by written ballot, distributed in mailboxes and collected by the Departmental Secretary in the first two weeks of classes of the Fall Semester. The balloting shall proceed in two stages. In stage one, each tenured and tenure-track faculty member shall list, in priority ranking, two members from each of the three academic ranks: assistant professor, associate professor, and professor. In each of the three ranks, the individual with the highest priority ranking will represent her/his rank on the Advisory Committee. In stage two, the fourth position on the Advisory Committee will be determined by having each tenured and tenure-track faculty member list, in priority ranking, three eligible faculty from among those not yet elected to the Advisory Committee. The individual with the highest prioritized rank will become the at-large member of the Advisory Committee. The four elected faculty shall select one of their members to chair the Advisory Committee. The Associate Head will serve as an ex officio member of the committee.

ARTICLE V. DEPARTMENTAL MINUTES

The faculty shall elect annually at the first meeting of the new academic year one member to act as "taker of the minutes." Such minutes are to be written, distributed to all faculty, and maintained in a departmental log available to faculty.

ARTICLE VI. MEETINGS OF THE FACULTY

General faculty meetings shall be called no less than once per semester during the academic year and in addition as necessary by the Head to conduct departmental business. A quorum consisting of a majority of faculty members eligible to vote shall be necessary to conduct business. Notice of meetings and the agenda shall be provided in advance and with a call for business items from the faculty. Two representatives elected by the graduate students will be non-voting representatives of the graduate student body at faculty meetings.

Tenured faculty meetings shall be called at a minimum of once per academic year or as often in addition as necessary to deal with evaluation, retention, and promotion of non-tenured personnel.

A meeting of the tenured full professors shall be called at a minimum of once per year, or as often in addition as necessary, to deal with evaluation, retention, and promotion of tenured personnel at associate rank.

Graduate faculty meetings shall be scheduled on an "as necessary" basis for the purpose of review for nomination or reappointment to the graduate faculty.

ARTICLE VII. COMMITTEE APPOINTMENTS

The Head shall appoint annually the following standing committees to aid in the administration of departmental programs: 1) Curriculum Committee, 2) Graduate Studies Committee, and 3) Undergraduate Studies Committee. When deemed appropriate, a separate Search and Screening Committee will be formed for each tenure-track faculty position advertised in a given academic year. At the discretion of the Head, one (or more) search committee(s) may be charged with the responsibility of staffing temporary positions. In addition to the above standing committees, the Head may appoint such other committees as deemed necessary to sustain administrative needs and department programs.

The Head shall appoint individuals to fulfill the specific responsibilities of Colloquium Coordinator, Internship Coordinator, Coordinators for freshman-level courses.

The faculty shall elect representatives to the Arts and Sciences Senate in accordance with Senate Bylaws.

ARTICLE VIII. COMMITTEE RESPONSIBILITIES

Advisory Committee. The Committee shall advise the Head on any matters of departmental concern including program, teaching assignments, space and equipment considerations, faculty evaluation, salary raise allocation, grievances, and other matters of general departmental administration. The role of the Committee shall be advisory. If appropriate, matters of concern generated by the Advisory Committee shall be brought by the Head to the pertinent standing committee or to the faculty for further deliberation and recommendation.

Undergraduate Studies Committee. The Undergraduate Studies Committee, chaired by the Undergraduate Coordinator, shall oversee the recruitment of majors, advising of majors, and programs supportive of majors. The committee shall recommend to the Head the granting of scholarships and related forms of academic recognition for undergraduate majors. The Undergraduate Coordinator shall act as the administrative officer on behalf of the committee.

Graduate Studies Committee. The Graduate Studies Committee, chaired by the Graduate Coordinator, shall have responsibility for the administration of the Graduate Program as structured by the Faculty. Specifically, they shall oversee and administer recruitment and admissions, monitor graduate student performance in consultation with faculty, recommend to the Head (in consultation with faculty) on matters of assistantship distribution, structure and administer the policies and procedures adopted by faculty for the M.A., M.S., and Ph.D. programs. The Graduate Coordinator shall act as the

administrative officer on behalf of the committee.

Curriculum Committee. The Head shall at the beginning of each academic year issue a charge to the committee as regards old and new matters of curriculum business to be completed. The committee may generate agenda items on its own and solicit and receive recommendations from the faculty. All committee recommendations are to be brought to the faculty for final disposition. It shall be the responsibility of the Head to assure that all program changes, deletions, or additions approved by the faculty be implemented or forwarded to college, graduate, or university council committees as necessary.

Search and Screening Committee(s). The Search and Screening Committee(s) shall carry out the charge of the Head as regards recruitment of open positions within the framework provided below:

- a. The Committee(s) shall deliberate on the nature of the job description to be utilized in recruitment after consultation with the faculty. The Committee(s)'s recommendation as to position description shall be presented to the faculty for approval.
- b. The Committee(s) and Head shall assure that proper position advertising take place and that such advertising be in keeping with equal opportunity guidelines.
- c. The Committee(s) shall screen and review all applications and recommend to the faculty a short list of candidates considered acceptable for interview. The faculty shall recommend by majority vote to the Head those candidates to be interviewed.
- d. After completion of the interview process the Committee(s) shall recommend to the faculty candidates acceptable for hire. The faculty shall after deliberation recommend by majority vote to the Head as to candidates acceptable for hire.

ARTICLE IX: DEPARTMENT OF GEOGRAPHY THIRD YEAR REVIEW GUIDELINES

In accordance with the university guidelines, tenure-track faculty will be reviewed for progress during their third year.

A. Procedures of Third Year Review Committee Selection

1. The head will appoint a three-person committee of tenured faculty that will include:
 - a. At least two full professor faculty members.
 - b. At least one faculty member in the candidate's area of research.

2. The candidate has the right to object to up to two committee members before committee members are notified of service.

B. The Third Year Review Report

1. The candidate will prepare a dossier consistent with the format of promotion and tenure dossiers as specified by the University, without external letters of review. The dossier should include:
 - a. A tabulation of courses taught to date and a summary of teaching evaluations.
 - b. A current curriculum vitae.
 - c. A 2-Page statement of research focus, main accomplishments to date, goals for the next few years, and plans for meeting them.

The dossier will be submitted to the head by the end of the fourth week of spring semester during the candidate's third year of service.

2. The committee will review the dossier and prepare a preliminary written report that evaluates the candidate's overall performance and progress towards tenure. The head and the candidate will both have the opportunity to review the report and meet with the committee before finalization of the report.
3. The candidate may prepare a written reply to the final department report. A written response is recommended to address factual inaccuracies or interpretive misunderstandings in the report and/or if the candidate wishes to object to conclusions or recommendations stated in the report. The candidate's written response to the report, if prepared, will become part of the report. No written response is needed if the candidate agrees with the report.
4. The review process should be completed by the end of the review semester.

ARTICLE X. DEPARTMENT OF GEOGRAPHY POST-TENURE REVIEW GUIDELINES

In accordance with the university guidelines, tenured faculty will be reviewed at five-year intervals, dating from their last formal review.

A. Procedures for Post-tenure Review Committee Selection.

1. The committee will consist of three members and will include:
 - a. At least one associate professor and one full time professor.
 - b. At least one faculty member from the reviewee's area of expertise (i.e., human geography, physical geography, techniques geography).

- c. At least two faculty members from the department.
- 2. Departmental committee members will be selected by a lottery, coordinated by the head, from a list of eligible tenured faculty members.
- 3. At the request of the faculty member being reviewed, one tenured faculty member from another department can be included on the review committee. This member will be selected by mutual consent of the head and the candidate.
- 4. Any faculty member under review may formally object to the service of a departmental faculty member in a review capacity before committee members are notified of service. Up to five such objections will be honored if made to the department head.
- 5. Committees will be selected for each faculty member being reviewed.
- 6. If the head is up for review, the lottery will be coordinated by a tenured member of the Advisory Committee.

B. The Post-tenure Review Report

Provision of evidence of the faculty member's performance over the previous five-year period and preparation and completion of the written report by the committee will be done according to the procedures detailed in Sections III. C. through III.. G of the UGA's Policy for Review of Tenured Faculty.

ARTICLE XI. DEPARTMENT OF GEOGRAPHY ADJUNCT FACULTY GUIDELINES

A. Guiding Principles

Appointments of Adjunct faculty members should benefit the Department of Geography by fostering strategic alliances and partnerships, enhancing diversity, adding to instructional capabilities, providing scholarly expertise that is not available among current faculty, and by participation in grant proposal preparation and research projects. It is expected that Adjunct faculty members may serve on M.A., M.S., and Ph.D. committees and that they may even serve as major professor or co-major professor when needed.

B. Appointment Process

- 1. Persons may request Adjunct status in Geography or may be nominated for Adjunct status by tenured or tenure-track faculty members of the department.

2. The nominee/applicant must submit a written application to the Head that includes a CV and information on teaching.
3. The Geography faculty will consider the application and either vote directly on Adjunct status or recommend that the candidate give a formal presentation to the Department and meet with faculty members prior to a final vote.

Note:

Appointments must comply with the UGA Academic Affairs Policy Manual with regard to adjunct faculty (<http://www.uga.edu/provost/polproc/aapm/faculty/fac104.htm>).

XII. BYLAWS REVISION

Revision of bylaws may be accomplished by a meeting of the eligible voting faculty, with a minimum of two-thirds majority vote of the faculty present. Absentee ballots are permitted.

(Last updated at 4/29/09 faculty meeting)