DEPARTMENT OF HUMANITIES AND CULTURAL STUDIES
BYLAWS

N.B. This document incorporates revisions recorded as having been voted on and approved as follows:

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PREAMBLE

The Department of Humanities and Cultural Studies, as an administrative unit of the College of Arts and Sciences within the School of the Humanities, shall henceforth be governed by the following Bylaws which do not supersede the policy statements of the University of South Florida or the Bylaws of the College of Arts and Sciences and the UFF-BOR Agreement.

I. Faculty Membership

A. Eligibility

All faculty employed half-time or more within the Department of Humanities and Cultural Studies in a tenure earning rank shall be voting members of the Department. The Department Chair is specifically included in the above category, whereas professors emeriti are excluded.

B. Voting

Any faculty member as designated in the above paragraph shall have the privilege of voting on any issue submitted to the membership, provided he/she is present at that meeting. Leave status is not germane, and no proxies are permissible. When an academic matter arises that ordinarily would be subject to faculty vote, but convening the full membership is impractical, ballots will be mailed to all accessible faculty.
C. Guests

Upon the invitation of the Chair or with the consent of a majority of the faculty, guests without voting privileges may be invited to Department meetings as appropriate.

II. Meetings

A. Regular Meetings

The Department shall meet at least once a month in September through November and January through April at a time when no departmental classes are scheduled; the date of such meetings shall be announced at least one week in advance. The calendar of such meetings shall be determined by the Chair in consultation with the Executive Committee and at the beginning of each semester. Continuations of meetings within a week of the scheduled date, as necessary, are permissible, provided there are no conflicts with regular department classes.

B. Special Meetings

The Chair may convene up to four additional meetings a year. The Chair may call further meetings at other times with the approval of the Executive Committee. Special meetings will also be convened upon the signed petition of at least half the faculty, as defined in the preceding section.

C. Agenda

Except for those meetings held at faculty behest, the Executive Committee shall distribute a written agenda at least three working days prior to the meeting. Faculty members wishing to include agenda items shall submit them through the Chair or the Executive Committee not later than five working days prior to the meeting. As time permits, these items will be included on the agenda for the regular or a continuation meeting. However, a deferred item must appear on the subsequent meeting agenda. When the Department convenes upon faculty petition, those calling the meeting shall distribute an agenda at least three working days prior to its scheduled time.

D. Quorum & Voting

A quorum of 2/3 of the faculty as defined in 1.A, exclusive of faculty on leave or teaching abroad, is required. An affirmative vote requires approval by a majority of the faculty membership, not merely those present.

E. Record of Decisions

A secretary pro tem, a rotating responsibility among the faculty, shall record the decisions reached at each meeting, and he/she shall distribute a copy of those decisions to
each faculty member. At the next meeting, this record will be reviewed by the faculty as the first order of business, and additions or corrections to which the body agrees will be made. Records of such decisions will be preserved for at least six years.

III. Administration/Departmental Offices

A. Department Chair

1. Selection

In the event of an impending vacancy, the Executive Committee shall supervise the selection of the Department Chair. The Department will consider either internal or external candidates.

A vote for the position of Chair will be by secret ballot after nominations and self-nominations are registered with the department secretary. A simple majority of the faculty will determine the outcome of the vote. Elections will take place in the spring semester of the appropriate year, with the term of office beginning and ending in August. Following the vote, the Dean of the College will be notified by the current Chair of the result, and in consultation with the Department, the Dean will either confirm the designee as Chair or direct that a new election be held.

2. Term

The term of office shall be three years and renewable for no more than one additional term.

If the Chair position becomes unexpectedly vacant, the Dean will, in consultation with the Department, appoint an Acting Chair.

The voting faculty may recommend, by a 2/3 vote, that the Dean remove the Chair.

The Department faculty shall be consulted by the Dean before a Chair is reappointed.

3. Duties

The Chair is the chief administrative officer of the Department and is directly responsible to the Dean of the College and responsive to the faculty, staff, and students in the Department. As chief executive officer the Chair is charged with implementing University and College policies and procedures and with initiating internal policies and procedures consistent with them. The Chair serves as the primary link between the Department and other academic and administrative units on campus, acting as representative of the faculty, staff, and students at the same
time he/she acts as representative of these other units. While the Chair has primary and final responsibility for all internal activities, that responsibility and its associated power and authority are conditioned by consultation with parties affected by his/her actions. In council with other Chairs and Directors and the Dean, the Chair participates in the development and implementation of policy and procedures within the College.

The Chair

- a. nominates ad hoc committees in consultation with the Executive Committee or the faculty
- b. proposes semester course offerings and faculty assignments
- c. prepares budget requests and proposes distribution of allocations
- d. considers the recommendations of the Executive Committee when conducting faculty evaluations and awarding merit salary increases
- e. prepares and transmits Departmental recommendations for promotion or tenure
- f. proposes Department goals and coordinates strategic planning in the Department
- g. promotes and publicizes the academic mission and programs of the Department
- h. establishes departmental procedures for processing of paper work
- i. in consultation with the graduate director and affected faculty, selects graduate teaching assistants and their assignments
- j. consults frequently and regularly with faculty members in regard to their recommendations for amendments and improvements to the Department's efforts; reports these findings to the Executive Committee and to the faculty.

4. Evaluation

The Chair is reviewed annually by the faculty and Dean in accordance with the stipulated procedures.
B. Graduate Director

1. Selection

A graduate director shall be appointed by the Chair, and with the approval of the faculty.

2. Duties:

Working with the Chair, each Graduate Director:

   a. routes and manages graduate applications, admissions, thesis proposal defenses and thesis defenses, and certification for graduation

   b. oversees recruitment of new graduate students

   c. appoints thesis directors and committees

   d. creates and conducts an orientation program for incoming graduate students

   e. reviews the graduate curriculum, policies, and procedures and makes recommendations to the Executive Committee and the Chair

   f. reports regularly and at least once per year to the Department faculty on the state of the graduate programs and provides an annual written report to the Chair. (“Graduate Grand Rounds”)

C. Undergraduate Director

1. Selection

An undergraduate director shall be appointed by the Chair and with the approval of the faculty.

2. Duties:

Working with the Chair, each undergraduate director:

   a. supervises the advising of declared and prospective undergraduate majors or minors
b. coordinates the collection of data for purposes of undergraduate program assessment

c. reviews undergraduate curriculum, policies, and procedures and makes recommendations to the Executive Committee and the Chair

d. reports regularly and at least once per year to the Department faculty on the state of the undergraduate programs and provides an annual written report to the Chair. ("Undergraduate Grand Rounds")

D. Coordinator of HUM 1020

1. Selection

A Coordinator of HUM 1020 shall be appointed by the Chair and with the approval of the faculty.

2. Duties

Working with the Chair, the Coordinator:

a. trains, supervises, and evaluates teaching assistants teaching HUM 1020, and trains and supervises adjunct faculty teaching HUM 1020 during their first two years of teaching HUM 1020 as adjuncts.

b. helps assistants develop their teaching skills

c. consults with and makes recommendations to the faculty on the selection of common course materials

IV. Standing Committees

A. Executive Committee

1. Membership and Selection

An Executive Committee composed of three members of the Department tenured and tenure earning faculty, excluding the Chair, shall be elected annually within the last regularly scheduled meeting of the spring semester. Alternate members will be elected to serve when circumstances warrant. A professor emeritus/a may be elected to serve as an alternate. All faculty members of the Department shall be eligible to vote for the members of the Executive Committee. Circumstances permitting, no more than one member of the committee may be non-tenured and tenure-earning. This circumstance permitting, no member may serve more than
two consecutive terms.

The committee shall select one of its members as chair. The chair will be responsible for scheduling committee meetings, facilitating communication with the committee as well as between the committee and the faculty and the department chair and will ensure that records of committee decisions be maintained and, as necessary, distributed.

2. Meetings

The Executive Committee shall meet with the Chair when any of its members or the Chair believes a meeting to be necessary and appropriate. Meetings will be scheduled at a time convenient for all, but not later than two weeks after they have been requested. Members of the faculty may submit material to the Executive Committee for consideration at its meetings.

The Executive Committee may meet at the request of any Department faculty member to consider any and all matters relevant to the activities of the Department.

3. Responsibilities

Working with the Chair, the Executive Committee shall set the agenda for regularly scheduled faculty meetings. Any Department faculty member who wishes to submit an item for the agenda of a particular meeting should submit it to the Department secretary.

The Executive Committee may advise the Chair on all matters of Departmental operation (individual salaries excepted). Once a year, the Committee may review the operating budget of the Department with the Chair and prepare a report for the Department.

The Executive Committee may make recommendations to the Chair about the use of Department funds for support of research, including travel to conferences and assignment of student assistants to faculty members. Members of the Committee shall absent themselves from deliberations on their own requests for support.

The Executive Committee may advise the Chair on the appointment of new adjunct instructors.

The Executive Committee shall conduct the annual faculty review and make recommendations regarding tenure, promotion, and termination in accordance with the established Department criteria. Tenure-earning members of the executive committee shall not participate in these reviews, unless their
applications for tenure have already been approved by the department.

The Executive Committee may nominate faculty members for appropriate awards.

B. Scholarship Committee

1. **Membership**

The Scholarship Committee shall consist of faculty attending at the annual Undergraduate Grand Rounds

2. **Duties**

The Scholarship Committee will create/review the criteria for graduate and undergraduate scholarships; and decide the amounts of the awards.

The Scholarship Committee will select appropriate candidates for graduate and undergraduate scholarships.

C. Ad Hoc Committees

The Chair or the Executive Committee, with the consent of the Department, may form and charge other committees.

V. **Assigned Faculty Duties**

Subject to federal and Florida law and the rules and regulations of The Board of Regents of the State University System of Florida, the University of South Florida, the College of Arts and Sciences, and the Department of Humanities and Cultural Studies, and in accordance with recognized professional practices and standards, each faculty member shall have the authority to design the syllabus for each course that he/she teaches, to select appropriate materials, to conduct assigned classes, to evaluate students enrolled in those classes, and to determine grades.

However, the academic content and integration of the courses of the Department's graduate and undergraduate programs shall be the collective responsibility of the Department faculty.

VI. **Amendment of Bylaws**

A. This governance document may be amended at any meeting of the Department, provided the specific amendment (in writing) shall have been distributed at least 1 week prior to the meeting.
B. a 2/3 vote of the Department faculty shall be required to amend this document.