

Department of Philosophy and Religion

Governance

12-4-2001

Amended/Revisited 7-10-2006

The Chair

The Chair of the department is responsible for the administration of the department. The Chair is presiding officer at department meetings and is responsible for carrying out the official decisions of the department and its two disciplines (Philosophy and Religious Studies).

The Chair will be responsible for meeting with Program Committees from each discipline to establish schedules for future semesters and will serve as an ex officio member of all Program Committees, Search Committees, and Advisory Committees.

Appointment of the Chair

The chair is appointed for a term not to exceed three years and is eligible for reappointment. It is recommended that the chair will alternate between the two disciplines of Philosophy and Religion, unless a majority of the Philosophy faculty and a majority of the Religion faculty agree otherwise.

In accordance with University regulations, and upon appropriate consultation with the departmental faculty, the dean shall recommend the person to become departmental chair to the chancellor, the President, and the Board of Regents.

For Appointment procedures, see the College guidelines.

For Reappointment procedures, see the Collective Bargaining Agreement.

By the end of January in the third year of a three-year term, the department will share with the chair and/or the dean its judgment regarding the person to be (re-) appointed.

In the case of the appointment of a new chair the Dean will be invited to conduct a ballot of the unit members in order to discover candidates for the position of chair. See Constitution of the College.

Department Meetings

Department meetings will be conducted in accord with Roberts Rules of Order.

There shall be a sufficient number of meetings during the academic year to dispose of necessary business. This usually requires no fewer than two meetings during each semester of the academic year.

Meetings of the Department may be called by the chancellor, Vice-Chancellor of Academic Affairs, the Dean, the Chair, by a majority of the Departmental faculty, or by a majority of the faculty in either of the two disciplines.

Agenda for Department meetings.

Agenda items for meetings of the Department shall be solicited from the entire faculty five working days before a meeting. The agenda for a Department meeting shall be distributed to the entire faculty three working days before the meeting.

At department meetings, faculty members may raise urgent issues not included on the distributed agenda; the appropriateness of taking up any such issue shall be decided by majority vote of those at the meeting.

Votes in Department meetings.

In meetings of the department as a whole, all persons holding tenured or tenure-track positions and all persons holding full-time positions whose appointments are within the department, may participate and vote in Department meetings. Part-time and emeritus faculty, as well as faculty on adjunct, courtesy, and visiting appointments, shall have participatory and not voting privileges.

Decisions taken by vote shall be determined by a majority of those present entitled to vote, exclusive of those absent for cause or abstaining.

The department secretary shall record minutes of all department meetings. A copy of the minutes shall be distributed to each department member no later than five working days after the meeting.

Departmental Committees.

Discipline-Specific Committees. The Chair of the department is an ex officio member of all **Program Committees, Search Committees, and Advisory Committees.** The Chair is a voting member only in his or her own disciplinary program and in the meetings of the department as a whole.

Program Committees. Tenured or tenure-track faculty in each of the disciplines (Philosophy and Religious studies), whose appointment is in the Department, shall constitute a Program Committee. These members will participate and vote in the Program Committees. Unless otherwise decided by these members of the Program

Committee, part-time and emeritus faculty, as well as lecturers and faculty on adjunct, courtesy, and visiting appointments, shall have participatory and not voting privileges.

The Program Committees of the respective disciplines shall be responsible for decisions pertaining to curriculum and standards for graduation.

Advisory Committee. When a faculty member comes up for reappointment, promotion, or tenure, the Program Committee of the discipline in question will constitute an Advisory Committee, consisting of all tenured and tenure-track departmental faculty at or above the rank of the member who has made the application.

The committee shall produce a report in accord with the guidelines of the College Advisory Committee. This committee and the department chair will be responsible for mutual consultation concerning this recommendation. (The religious studies faculty met on Monday, July 10, 2006 to consider, among other things, a modification in the Governance Document. All of the religious studies faculty were present except for Rory Conces and the vote in favor of making the changes noted below was unanimous.)

Religious Studies Program Advisory Committee (RPT).

1. When a Religion Program faculty member becomes a candidate for reappointment, promotion, and/or tenure, the tenured and tenure-track faculty in the program will constitute an Advisory Committee.
2. Each year, the Advisory Committee of tenured and tenure-track faculty shall vote to name one of their members as Committee Chair.
3. One or two additional faculty may be appointed to the Advisory Committee by the Chair of the Committee when such additions are considered helpful in evaluating a candidate. The additional faculty may include emeritus faculty and/or faculty from other programs or departments. Such appointment of additional faculty will be done after consultation with the candidate and after the approval of the other tenured and tenure-track members of the committee. The additional faculty will have participatory and voting privileges in making recommendations regarding reappointment, promotion, and/or tenure.
4. Further, this procedure includes the possibility that the advisory committee for each candidate will be different, that is, a candidate-specific Advisory Committee.
5. Finally, once an Advisory Committee is constituted for a tenure-track faculty member, it will normally continue to be the committee for that faculty member until a decision regarding Continuous Appointment and promotion to Associate Professor is made. Changes to a duly constituted, candidate-specific Advisory Committee may be made by a majority vote of the tenured and tenure-track faculty in the program.

Search Committee. In the event of a search to fill a full-time faculty position, the tenured and tenure-track faculty of the Program Committee of the discipline in question shall function as a Search Committee and will select a chair of the search committee. The search committee may choose to include additional persons from outside the tenured and tenure-track faculty of the Program Committee of the discipline to serve as voting or non-voting members of the search committee. These persons may be chosen from within or outside of the university.

Ad hoc committees: Ad hoc committees may be appointed and charged by the Chair from department faculty as the need arises.

Amendments

This governance document may be amended by majority vote of those persons holding tenured or tenure-track positions whose appointments are within the department of Philosophy and Religion.

Appendices:

I. Administrative Clarification Regarding Appointing Terms. Issued by Howard W. Otteson, Executive Vice President and Provost, 11/12/82.

Among the various titles associated with the Special Appointment category (Section 4.4.1 of the Bylaws, we have agreed to use the following definitions for reporting purposes.

Adjunct Appointment: A nonpay appointment in an academic department for an individual who is on a volunteer (nonpay) status. That is, the individual is not on active pay status with any other department/unit at the University of Nebraska. The term “adjunct” is reflected in the academic rank (i.e., Adjunct Professor, Adjunct Associate Professor, Adjunct Lecturer, etc.)

Courtesy Appointment: An appointment in an academic department for an individual who is on an active pay status in some other department/unit of the University of Nebraska. The term “courtesy” is reflected in the academic rank (i.e., Courtesy Professor, Courtesy Associate Professor, Courtesy lecturer, etc.).

Clinical Appointment: An appointment in an academic department for an individual who provides clinical instruction to students of the health professions on a voluntary basis. In addition, some part-time appointments (less than 0.5 F.T.E.) of individuals who provide clinical instruction are classified as Clinical. The term “Clinical” is reflected in the academic rank (i.e., Clinical Professor, Clinical Associate Professor, Clinical Lecturer, etc.).

Visiting Appointment: A temporary, special appointment that does not fit into one of the above categories. The term “Visiting” is reflected in the academic rank (i.e., Visiting Profess, Visiting Associate Professor, Visiting Lecturer, etc).

II. Merit pay procedures. These procedures must be confirmed by a vote of the departmental faculty prior to the end of January each year, with the confirmed procedures to apply to the following university merit salary period.

III. Written Criteria for Research

IV. Student grade appeals

V. Mentoring of junior faculty