

## **Department of Philosophy**

University of Maryland, College Park

# **Plan of Organization**

### **PREAMBLE**

The purpose of the Department's organization is to enable it to fulfill its educational and scholarly functions with distinction, and to play its proper role in Campus affairs. The elements in the organization are the Chair, the Associate Chair and other officers of the department, the standing and ad hoc committees, and the tenured and tenure-track faculty of the Department acting as the Committee of the Whole.

### **OFFICERS**

#### **I. Definitions**

- A. For purposes of this Plan, *the faculty* consists of all persons having tenured, tenure-track, or emeritus appointments in the UMCP Department of Philosophy.
- B. In respect of the Chair's appointment of departmental officers and committee members (and with the exception of its use in section II), the phrase "*with the advice and consent of the faculty*" is to be understood as requiring the following: The faculty in residence shall have received notification of the name of a nominee for office at least one week before that nominee is appointed to the office in question. If any member of the faculty requests in writing that a formal vote be taken, the appointment shall be submitted to the faculty for a vote. Balloting shall be by secret ballot if so requested by any voting member. Where a formal vote is taken, no nominee shall be appointed who receives less than one half the vote of all faculty in residence at the time.

#### **II. Department Chair**

- A. The Chair is appointed by the President of the College Park Campus, in consultation with the Provost and the Dean of the College of Arts and Humanities (hereinafter 'the Dean' and 'the College'), normally for a once-renewable five-year term. In the case of appointment, reappointment, and renewal, the decision is to be made with advice and consent of the Philosophy faculty who shall communicate their views to the Dean via a Chair Search or Review Committee set up by the Dean for the purpose.
- B. The duties of the Chair are as follows: to act as the chief representative and advocate of the Department; to promote superior teaching, service, performance, and research among faculty members; to plan and administer the department's budget, subject to

consultation, and review by the Dean; to make recommendations with respect to tenure and non-tenure appointments and promotions, as specified in applicable University regulations; to promote faculty recruitment and renewal, and to promote Affirmative Action policies; to administer the curriculum and related programs, and to maintain appropriate advising systems for students; to solicit the active participation of the faculty in departmental affairs, and to communicate policies to faculty members.

- C. The Chair appoints faculty members as Department officers, presides at Department meetings, and represents the Department to other Campus units and to philosophy departments and professional associations elsewhere. If unable to attend a meeting, he or she shall appoint another faculty member – usually the Associate Chair – to preside in his or her place.
- D. It is the responsibility of the Chair to see to it that the faculty is informed about the performance of Department officers and committees and about scholarly and other achievements of the faculty. This may be done in meetings, through inserts in minutes of Department meetings, or through periodic emails.
- E. In the event that an Acting or Interim Chair is to be appointed, the main elements of the procedure described in II.A shall be followed.

### **III. Associate Chair**

- A. The Department Associate Chair is selected by the Chair with the advice and consent of the faculty, normally for a three-year term. In no case is the Associate Chair's appointment to be renewed beyond any three-year term without such advice and consent.
- B. The duties of the Associate Chair:
  - 1. To assist the Chair in the day-to-day operation of the Department, involving such matters as supervision of the Department office and the monitoring of financial accounts.
  - 2. To represent the Chair in College and Campus business when so requested by the Chair. Where appointment, promotion, and tenure matters are concerned, however, the Associate Chair's participation shall be limited to those functions otherwise consistent with the Associate Chair's academic rank.
  - 3. To organize for University College, Statewide Programs, and for Summer, Winter, and Special Programs, schedules of philosophy courses and, in consultation with the Chair, to staff such courses.
  - 4. To serve as payroll officer for the Department.

### **IV. Director of Undergraduate Studies**

- A. The Director of Undergraduate Studies is selected by the Chair with the advice and consent of the faculty. The Director of Undergraduate Studies must be a tenured

member of the faculty. Exceptions to this requirement can be made by a three-fifths majority vote of the faculty.

**B. Duties of the Director of Undergraduate Studies:**

1. To chair the Teaching and Curriculum Committee (Undergraduate).
2. To carry out the decisions and policies of that Committee on a day-to-day basis.
3. To supervise undergraduate advising within the Department.
4. To advise the Chair on the appointment of an honors advisor for undergraduate majors.
5. To consult undergraduates when student opinion or student votes are needed to comply with Department, College, or Campus procedures.

**V. Director of Graduate Studies**

A. The Director of Graduate Studies is selected by the Chair with the advice and consent of the faculty. The Director of Graduate Studies must be a tenured member of the faculty. Exceptions to this requirement can be made by a three-fifths majority vote of the faculty.

**B. Duties of the Director of Graduate Studies:**

1. To chair the Graduate Affairs Committee.
2. To supervise the progress of graduate students.
3. To advise the Chair in the appointment of the Admissions Officer and Placement Officer and on the offer of TA-ships.
4. To inform the Department on a regular basis of the progress of graduate students and of the recommendations of the Graduate Affairs Committee.
5. To consult graduate students when student opinion or student votes are needed in order to comply with Department, College, or Campus procedures.

## **COMMITTEES**

**VI. Committee of the Whole**

A. The Committee of the Whole is composed of all members of the faculty and is chaired by the Department Chair or the Associate Chair acting as the Chair's deputy. Emeritus members of the faculty have voice but not vote.

B. The Committee of the Whole shall have ultimate responsibility in the Department for: curriculum development; priorities for growth and retrenchment; the election of committee members; election of Department representatives to College and Campus governing bodies; teaching practices and their assessment; amendments to this Plan of Organization and associated policy documents; criteria and procedures for appointment, promotion, and tenure review; and the conduct of such reviews.

C. Non-academic members of the Department, adjunct, affiliate, and visiting faculty,

graduate students, and undergraduate philosophy majors are entitled to attend, without vote, meetings or portions of meetings that do not concern personnel issues. In other instances not involving personnel issues, the Chair may declare the meeting closed to visitors and/or students, but in such cases the Chair shall give reasons for so acting.

- D. A majority of the Committee of the Whole, not including emeritus members or faculty on leave, constitute a quorum. Members of the faculty who are on leave have the right to attend meetings and to vote, and are counted towards a quorum if they do attend.
- E. Only those in attendance at meetings at which a vote is taken may vote.
- F. Meetings of the Committee of the Whole shall be called by the Department Chair, or by petition signed by at least twenty per cent of the members of the Committee of the Whole, or by a majority of the Faculty Advisory Committee. In each semester (fall and spring) the Committee of the Whole shall meet at least twice.
- G. The Committee of the Whole may by resolution advise the Chair or the University Administration through the Chair on any matter of concern to the University.

## **VII. Course Scheduling Committee**

- A. The Scheduling Committee shall be constituted in accordance with the departmental Scheduling Policy.
- B. The procedures to be followed by the departmental Scheduling Committee shall be specified in its Scheduling Policy.
- C. In the interest of faculty self-governance, the Scheduling Policy shall require regular and direct faculty involvement in decisions as to which courses are to be scheduled and which faculty are to teach them.

## **VIII. Teaching and Curriculum Committee (Undergraduate)**

- A. The Teaching and Curriculum Committee (TCC) is chaired by the Director of Undergraduate Studies and has as members two or more faculty members selected with the advice and consent of the faculty, and two or more undergraduate members elected by undergraduate philosophy majors.
- B. The TCC has primary responsibility for undergraduate advising and long-term planning with respect to undergraduate programs, courses, and curricula, and reports its recommendations to the Committee of the Whole.
- C. The TCC will concern itself with the adequacy of the philosophy major program and the supporting-course requirement, with the minor program, and with the extent of campus-wide exposure of undergraduates to philosophical thinking through classroom and extracurricular activities.

- D. The TCC shall normally meet once each term, or when called by the Committee Chair or at the request either of the Department Chair or of the Committee of the Whole. Three members shall constitute a quorum.

#### **IX. Graduate Affairs Committee**

- A. The Graduate Affairs Committee (GAC) is chaired by the Director of Graduate Studies and has as members two or more faculty members selected with the advice and consent of the faculty, and two or more graduate students elected by the philosophy graduate students.
- B. The GAC has primary responsibility for long-term planning with respect to graduate programs, courses, and curricula, and reports its recommendations to the Committee of the Whole.
- C. The GAC supervises the training and preparation of teaching assistants.
- D. The Committee shall normally meet at least once each term, or when called by the Committee Chair or at the request either of the Department Chair or of the Committee of the Whole. Three members shall constitute a quorum.

#### **X. Appointments, Promotions, and Tenure (APT) Committees**

- A. APT Committees shall be formed and constituted in accordance with the Department's APT policy.
- B. The procedures to be followed by the Department's APT Committees shall be specified in its APT policy.

#### **XI. Salary Committee**

- A. The Salary Committee is chaired by the Department Chair and has, in addition to the Chair, three members of the faculty who are elected by the Committee of the Whole in accordance with the procedures specified in the Department's Salary Committee Policy.
- B. The Committee has as its responsibility the allocation to faculty members of available funds for merit pay increases. The Committee shall make its recommendations in accordance with the Department's Salary Committee Policy.
- C. The Department Chair will recommend merit increases to the Dean in accordance with Salary Committee's recommendations and the Department's Salary Committee Policy.

#### **XII. Committee for Review of Tenured Faculty**

- A. Tenured faculty shall be reviewed every five years on a staggered basis. The department as a whole shall decide in the course of each academic year which tenured faculty will be reviewed.
- B. The constitution and procedures to be followed by the Committee for Review of Tenured Faculty shall be as specified in the Department's post-tenure review policy.

### **XIII. Faculty Advisory Committee to the Chair**

- A. The Faculty Advisory Committee (FAC) shall consist of three tenured faculty members elected by the Committee of the Whole by secret ballot. The term of membership is one year. No faculty member may serve on the FAC in any year in which they have a term or more of leave. In electing the membership of the FAC, faculty should (where possible, and at least when considered over a run of a number of years) aim to ensure attention to issues of diversity, and of diversity of opinion. At its first meeting the FAC shall elect its Chair.
- B. The FAC shall meet with the Department Chair at least two times during each of the fall and spring semesters. Meetings of the FAC may be called by the Department Chair, the Chair of the FAC, or at the request of two members of the FAC.
- C. The FAC shall advise the Chair on all matters of interest and concern to the department, including budget decisions, curricular matters, facility planning, diversity issues, and administrative personnel issues. The FAC shall serve as a conduit of information between the Chair and the faculty.
- D. The FAC shall serve as a Committee on Committees for the Department to nominate a slate of candidates from which the Departmental Chair may appoint members for service on all committees of the College; and to provide a slate of candidates from within the Department from which administrators above the department level may appoint representatives to participate in the search, nomination, and review of administrators within the Department.
- E. Any member of the faculty who has a grievance against the Department Chair may relate his/her grievance to the Chair of the FAC who will share this information with the other members of the committee. The FAC shall in a timely manner hold a meeting in which it discusses this grievance with the Department Chair in order to arrive at a reasonable resolution of the grievance. The FAC shall provide minutes of this meeting to the Department Chair and to the member of the faculty who raised the grievance.
- F. The FAC is authorized to make executive decisions on pressing matters whenever the Department Chair and Associate Chair are unavailable.

### **REVIEW AND AMENDMENTS**

- XIV.** Amendments to this plan of organization shall be presented in writing to the Committee of the Whole ten working days before the first meeting at which they are to be considered. A three-fifths majority vote shall be required for adoption.
  
- XV.** Every five years the faculty shall elect a committee of three to review the Plan of Organization and tender any required amendments to the Committee of the Whole for approval.

*Last amended: February 23, 2005*