

BYLAWS
Africana & Latino Studies Department
State University of New York, Oneonta

Revised Bylaws passed: December 1, 2010

I. The Department

- A. Within the limits of university and college policy, the Africana & Latino Studies Department shall, by majority vote in department meeting, determine questions of policy affecting its collective responsibilities and interests. At the same time, the ALS department will, in the spirit of social justice, seek to emphasize the importance of community and the protection of minority rights.

- B. The execution of department policy shall devolve from the department Chair. To the greatest extent possible, the department Chair shall act in consultation with the department as a whole. All members of the department who are full time are expected to provide meaningful service to the department, College, and community.

- C. Membership
 - 1. All instructors (full or part-time) in the department will be considered voting members. Full-time members are expected to attend departmental meetings (except in cases of conflict with other responsibilities). Part-time faculty attendance is voluntary.

 - 2. It is understood that most department members will be dual appointees with partial or half-time appointments with another department, e.g., English, Foreign Languages, History, Philosophy, Political Science, and Women's and Gender Studies.

 - 3. Full-time and Part-time ALS faculty includes those members without a dual/joint appointment (e.g., affiliate faculty status), but whose courses contribute significantly to the ALS curriculum and whose scholarly interests coincide with Africana & Latino Studies, e.g., Latin American History. Addition to full-time ALS faculty roster or PT ALS faculty roster is by request by the faculty member and subsequent approval by a majority of members.

 - 4. Those part-time faculty members who wish to participate are encouraged to attend departmental meetings and participate in the life of the department. Part-time faculty members may vote on ordinary department matters not related to personnel issues provided that they have:
 - a) taught for the department for at least one entire semester ~~already~~;

b) collaborated in department activities.

D. Meetings

1. The department, comprising the entire ALS Department faculty, shall normally meet as needed during the academic year at least once a semester.
2. Any member of the department may request a department meeting within a reasonable period of time.
3. The Chair shall notify all members of the department of an impending meeting, with reasonable notice.
4. A meeting quorum shall consist of a majority of full-time faculty (excusing those on leave).

E. Only full-time members of the department shall be voting members on personnel matters.

F. Members shall not vote nor be present during discussion of their own personnel matters (ie., term renewals, promotion, tenure, and removal/re-election of Chair).

G. Any member of the department may appeal any Chair or departmental decision to the full department by requesting the item be placed on the agenda for the upcoming departmental meeting.

II. The Chair

A. The chief functions of the Chair shall be:

1. To preside at department meetings.
2. To formulate and lay before the department proposals and policies concerning the evolution of the department.
3. To represent the department's wishes in all discussions and negotiations with the college administration and/or with other departments in respect to matters touching the department's collective responsibilities and interests and to inform and report back to the department.
4. To manage the department's annual budget and communicate the budget status to departmental members.

5. To coordinate the filling of vacancies in the department in consultation with department members.
 6. To make recommendations concerning salary increases, advancements in academic rank, and the granting of tenure in consultation with department members.
 7. To make available to the department the files of candidates for renewal, promotion, and tenure.
 8. To prepare and distribute to the department the annual report.
 9. Provide the necessary leadership for programmatic review and assessment.
- B. In making recommendations to the College President concerning the appointment and removal of a Chair, the department shall observe the following guidelines:
1. The Chair will be elected for a one- to three-year term according to the Department's recommendation.
 2. Ordinarily, the Chair must be a tenured member of the department. Extraordinary situations include the absence or unwillingness of a tenured faculty member, the later determined by the individual candidate or through departmental discussions.
 3. The department shall be able to remove the Chair if three quarters of the full-time members vote to do so. A motion to that effect must be made by a full-time member at a departmental meeting.
- C. When the Chair expects to be absent from the college for an extended period, either during the regular academic year or during the summer, the department will be notified. The department will, by majority vote, select an acting Chair to serve during the Chair's absence.

III. Committees

- A. Departmental committees and departmental representatives to college-wide committees (i.e., Senate, Curriculum, Library) shall give regular reports to the department.

- B. The Committee on Minors – The Africana & Latino Studies Department administers three minors: Africana & Latino Studies, Urban Studies, and Social Justice Studies. The Committee shall be established Fall 2010 and serve as a whole to oversee the minors, making recommendations regarding the addition or withdrawal of courses, recruitment of students and extracurricular programs to support the minors.
- C. The Graduate Committee – The ALS Department graduate committee shall consist of all full-time tenured or tenure-track members of the department with doctorates. The function of the ALS graduate committee shall be to formulate department policy in respect to all graduate programs in which the department may be involved, and to advise and assist the department chair in the execution of such policy.
- D. Personnel Committee – The Personnel Committee will consist of the entire full-time faculty and will be responsible for writing a formal letter to be placed in the file for candidates applying for promotion, continuing appointment, and contract renewal. The full-time faculty will seek the input of part-time faculty. The said letter will be jointly authored and signed by all full-time faculty members. The said letter will reflect only the information provided in the candidate's file and only issues raised during the discussion that took place at a meeting of the full department. The personnel committee will assign a mentor to all tenure-track junior faculty to guide her/him in the tenure and renewal process as mandated by the Board of Trustees. The Personnel Committee will also coordinate the DSI process in a transparent and equitable manner based on departmentally agreed upon criteria within the boundaries specified by the administration (i.e., Dean and Provost).
- E. Other committees, including ad hoc committees, may from time to time be appointed by the chair or elected by the department.

IV. Amendments

These bylaws may be amended in department meeting by absolute majority vote of the department, excluding members on leave and non-tenure track members, provided the text of the proposed amendment has been circulated in writing among the members of the department one week in advance of the meeting.