

**Bylaws of the Department of Earth and Environmental Sciences  
College of Arts and Sciences  
Syracuse University**

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## **I. Rationale**

These Bylaws set forth the guidelines for the governance of the Department of Earth & Environmental Sciences (herein referred to as “the Department”) of The College of Arts & Sciences of Syracuse University. These Bylaws are subordinate to the Bylaws and regulations of the University and the College of Arts & Sciences and refer only to those affairs of the faculty that are left to the discretion of the Department. The guidelines of the University are set out in the Faculty Manual (<http://provost.syr.edu/faculty-manual/>) and on The College of Arts & Sciences webpage (<http://thecollege.syr.edu>).

## **II. Faculty**

The general privileges, expectations for performance, and responsibilities of the faculty are detailed in the web pages of the Vice Chancellor & Provost of the University and particularly in the Faculty Manual (<http://provost.syr.edu/faculty-manual/>).

### ***a. Faculty Designations and Functions***

For information on faculty designations used by the University, refer to:  
<http://provost.syr.edu/faculty-manual/2-1-faculty-and-academic-staff/>

#### **i. Full-Time Faculty**

Full-time, tenure-track, Faculty are those with the titles of Professor, Associate Professor, and Assistant Professor. “Full-time” refers to faculty who are assigned a personnel identification number (PIN number) by The College of Arts & Sciences. Except where exceptions are explicitly stated, tenure-track full-time faculty have full voting rights in the Department, and may serve as Associate Chair, Director of Graduate Studies or Director of Undergraduate Studies and on all Departmental committees for which they are qualified. Certain exceptions to voting rights and committee memberships in cases of appointment, reappointment, and promotion matters are discussed in section II.c.

While they are engaged in their research activities, full-time faculty are expected to participate in research, teaching, and service to the Department, College and community at an appropriate level. The expected nominal effort distribution for all full-time faculty members, unless otherwise negotiated, is 40% research, 40% teaching, 20% service. Faculty may engage in consulting up to 20% of their time but must inform the Chair of the Department as well as the Dean of the College of Arts & Sciences. All faculty members must submit a Conflict of Interest statement annually.

The overall contributions of faculty members in the Department are delineated in the Differential Effort Policy approved by the Dean of the College of Arts & Sciences. Based on this document, the Chair of the Department may offer a reduced teaching load to a member of the faculty in compensation for other significant contributions to the Department (i.e., administrative service, higher teaching load in previous academic year, substantial time invested in revamping of courses or laboratories, exceptional research efforts, etc.).

#### **ii. Non-Tenure-Track Faculty**

##### **1. Research Faculty**

The appointment of research faculty members is intended to complement the research program of the Department by adding breadth and depth to specific research specialties. These appointments do not replace regular faculty positions. Research Faculty are non-tenure-track regular-rank faculty members with the titles of Research Professor, Research Associate Professor, and Research Assistant Professor. With the recommendation of the Chair and with the permission of the Dean and the Vice President for Research, Research Professors may serve as Principal Investigators on grants and contracts with or without a Syracuse University faculty member co-PI. Research Faculty may supervise graduate students, provide support for graduate students (for which the Department assumes no responsibility in case of termination of funding), and may serve as the chair of student advisory committees.

Research Professors may teach courses within the Department with approval of the Chair. Monetary compensation may only be given with the approval of the Dean of The College of Arts & Sciences and Vice President for Research. Research Professors may attend selected faculty meetings by invitation to participate in discussions of Departmental issues; however, they do not have voting rights except with respect to voting on appointments and promotions of other non-tenure-track faculty at equivalent or lesser rank and as members of graduate student committees. Research Professors have no obligation to provide Departmental or School service. Research faculty must remain active in terms of funding, publications and supervision.

## 2. Postdoctoral Researchers

Postdoctoral Researchers are Ph.D. scientists who receive funding from grants or contracts for which a Syracuse University faculty member serves as a lead PI or co-PI or from other approved funding sources. Postdoctoral Researchers may not officially supervise graduate students. Postdoctoral Researchers may be co-principal investigators on grants and contracts administered by the University with a faculty member serving as lead investigator. Under some circumstances, they may serve as PI with the permission of the Vice President for Research.

Postdoctoral Researchers may teach courses within the Department with the approval of the Chair and their sponsoring faculty member. Financial compensation for such teaching can only be granted by the Dean of The College of Arts & Sciences and Vice President for Research and should not be expected *a priori*. Postdoctoral Researchers do not attend faculty meetings except by invitation, and do not vote on Department matters. Postdoctoral Researchers have no obligation to provide Departmental or School service and are not supported by Departmental funds.

## 3. Visiting Faculty and Scholars

Visiting Faculty and Scholars are those with the titles of Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, or Visiting Scholar. Visiting Professor, Visiting Associate Professor, and Visiting Assistant Professor titles are typically given to individuals who hold faculty positions at outside institutions who wish to spend some interval of time (usually one semester or one academic year) in residence at Syracuse University. Visiting Faculty members are not accorded voting rights nor do they attend faculty meetings except by invitation. Visiting Faculty members may teach classes in the Department by arrangement with the Chair with compensation approved by the Dean's Office. Visiting Scholars are individuals in non-faculty roles at outside institutions (for example, professionals or students) who wish to spend

some interval of time (usually one semester or one academic year) in residence at Syracuse University. Visiting Scholars are not accorded voting rights nor do they attend faculty meetings except by invitation.

#### 4. Teaching Faculty

The title of Assistant Teaching Professor, Associate Teaching Professor, or Teaching Professor is given to full-time, non-tenure-track faculty, and it implies appropriate qualifications and appropriate educational degrees. Teaching Professors at all ranks are expected to teach in the classroom or laboratory; to meet with students during scheduled office hours; to prepare and grade assignments and examinations; to contribute to the design, *syllabi*, and organization of Departmental course offerings; and to know applications and development of pedagogy in the field. Teaching Professors typically teach five courses during each academic year. Teaching Professors of any rank are not expected to conduct research or engage with practitioners, but such duties may be included in their evaluation portfolios. They may carry administrative duties that include activities such as developing independent or team-taught courses, producing teaching methodologies and materials, and training other faculty in instructional methods and design. They are expected to participate in routine service to their departments, schools or colleges, and the University.

Teaching Professors attend faculty meetings and participate fully in those decisions that are directly related to their role within the Department. The Department Chair has the responsibility of identifying those issues that are related to their roles within the Department. Teaching Professors may participate fully in hiring decisions of other Teaching Professors. Teaching Professors of any rank may not vote or otherwise supervise the hiring, evaluation, and tenure and promotion of tenure-track faculty. Teaching Faculty may serve on graduate student committees and may serve as the chair of student advisory committees, but do not serve as official graduate student advisors.

#### 5. Part-Time Instructors

Adjuncts United (AU) is affiliated with New York State United Teachers (NYSUT) and represents Syracuse University's part-time instructors. These appointments are made to teach classes as needed in the Department. Part-Time Instructors do not have voting rights or attend faculty meetings except by invitation. These appointments are made for a specified time limit negotiated with the Department Chair and the Dean of The College of Arts & Sciences. Compensation and benefits are provided through the Dean's Office. As Part-Time Instructors, these individuals are eligible for the privileges accorded by collective bargaining agreements.

#### 6. Joint Faculty

Joint (or Dual) appointments refer to cases in which two academic units within the University share in the financial remuneration of the faculty member. Expected contributions to each unit, mentoring and review processes are stipulated in faculty member's appointment letter or a memorandum of understanding.

#### 6a. Tenure-Track Joint Faculty

Tenure-track Joint Faculty members are those with the title of Professor, Associate Professor or Assistant Professor who hold tenure-track faculty appointments in the Department of Earth &

Environmental Sciences and another department or School of the University. Faculty holding joint tenure-track appointments in the Department of Earth & Environmental Sciences attend faculty meetings, teach classes and supervise graduate students. Tenure-track Joint Faculty whose appointments are 50% or greater within the Department of Earth & Environmental Sciences have full voting rights.

#### 6b. Non-Tenure-Track Joint Faculty

These individuals hold non-tenure-track faculty positions in the Department of Earth & Environmental Sciences and another department or school of Syracuse University. Non-tenure-track joint faculty may attend faculty meetings by invitation and participate in Departmental activities, but they do not have voting rights except with respect to voting on appointments and promotions of other non-tenure-track joint faculty of equivalent or lesser rank. They may serve on graduate student committees.

#### 7. Adjunct Faculty

Adjunct faculty members are those with the title of Adjunct Professor, Adjunct Associate Professor and Adjunct Assistant Professor. Adjunct faculty appointments are offered to individuals who hold regular employment elsewhere and with whom the University has a special collegial relationship. They are eligible for occasional teaching assignments on an as-needed basis. When a teaching assignment is made, the hiring unit issues a part-time appointment letter stating the financial terms and other details of the appointment. Adjunct faculty may attend faculty meetings by invitation but do not have voting rights in the Department. Adjunct faculty status is granted with the approval of the Dean of The College of Arts & Sciences, normally for a renewable 3-year term.

#### 8. Affiliated Faculty

The title Affiliated Faculty is offered as a courtesy to faculty members with appointments outside the Department of Earth & Environmental Sciences who have research and/or teaching interests that support the research and/or teaching objectives of the Department. Affiliated Faculty may serve on graduate student advisory committees and provide support for graduate students (for which the Department assumes no responsibility in case of termination of funding). They may attend selected faculty meetings by invitation to participate in discussions of Departmental issues; however, they do not have voting rights except as members of graduate student committees.

#### 9. Faculty *Emeriti*

Faculty *Emeriti* are retired full-time faculty of Syracuse University who remain active participants in the affairs of the Department, College of Arts & Sciences or the University. Faculty *Emeriti* have all the rights and privileges assigned to them by The College of Arts & Sciences. Faculty *Emeriti* may attend faculty meetings, teach courses, and supervise graduate students with the approval of the Chair, but do not have voting rights in the Department.

#### ***b. Appointment and Mentoring of Tenure-Track & Non-Tenure-Track Faculty***

General criteria: Decisions on appointment, retention and promotion of primary tenure-track faculty are based on assessment of scholarly accomplishments and promise, excellence of teaching, and service to the Department, the University, and the scientific community. The

Department of Earth & Environmental Sciences follows the procedures specified in the Faculty Manual, <http://provost.syr.edu/faculty-manual/>. University rules restrict voting rights and Committee membership for certain appointments, reappointments and promotion matters. For example, only tenure-track faculty above the rank of the candidate being considered for promotion may attend meetings and vote on that promotion. Similarly, only tenured faculty can participate in meetings, discussion, and voting on a tenure decision for untenured faculty.

i. Recruitment and Appointment

1. Recruitment and Appointment of Tenure-Track Faculty

New faculty hires are made in the context of the current Strategic Plan of the Department, The College of Arts & Sciences, and the University including Cluster Hire initiatives. Faculty development priorities are discussed in faculty meetings and retreats where the research, teaching, and other objectives of the Department are considered.

Following the established priorities and considering institutional constraints, the Chair requests permission for a faculty search in response to the Dean's request. Normally, for a search to be conducted in the fall of an academic year, this request is made to the Dean in the preceding summer or spring semester. Searches may also be initiated as Cluster Hires in conjunction with other units of the University.

The Chair will also be responsible for conveying any special "targets of opportunity" to the Administration regardless of timing. With the Dean's approval, the Chair, in consultation with the faculty, develops a draft hiring proposal including a draft advertisement that clearly delineates the rationale for the position, the description of the sub-discipline, and the desired contributions in teaching and service of potential candidates. Pending approval of the Dean, the Chair appoints a Search Committee that includes a designated chair, a graduate student non-voting member and may include one external member with expertise related to the hire. The external member is eligible to vote on committee decisions but does not participate in faculty-wide votes on recruitment and appointment. Committee members from other academic units may be included as required in the cases of Joint Appointments or Cluster Hires. These members are eligible to vote in all aspects of the search.

The graduate representative will be mutually selected by the graduate students and the Chair, with agreement of the designated graduate student's academic advisor. The designated graduate student committee non-voting member will participate on behalf of graduate and undergraduate students in discussions and interviews and then arrange feedback on each candidate from the student population after site visits and interviews.

The voting members of the Search Committee develop a hiring proposal and final text for an advertisement. The advertisement is approved by a vote in a faculty meeting and added to the hiring proposal that is submitted for the approval of the Dean's Office, Academic Affairs and Human Resources.

The Search Committee is responsible for advertising and soliciting applications from the national and international scientific communities, placing the approved advertisement in appropriate

outlets, and in general attracting the strongest possible field of applicants. The Search Committee accepts applications and communicates with all respondents. All application materials received will be available to the faculty in the Department Office or electronically by prior arrangement.

All application materials and discussions of candidates are to be held in confidence. The Search Committee conducts initial screening of applications and following discussions in a faculty meeting, solicits letters of recommendation for selected candidates. It is the responsibility of the Committee to conduct the search in a manner that is consistent with the goals of the search, whether intentionally broad or narrow, so that the slate of applicants accurately reflects the intentions of the search.

On the basis of materials provided by candidates and letters of recommendation, the Search Committee develops an initial long list of potential candidates. Preliminary interviews of potential candidates may be conducted at major scientific meetings, via teleconferencing (e.g., Skype), or other means. Any faculty member can nominate a candidate as a potential addition to this initial list.

Following the recommendations of the Search Committee, the faculty votes to establish a short list of candidates, usually limited to three candidates. Any dissenting Search Committee opinions should be formally noted at this time. The final list of candidates to be considered is approved by a vote of the faculty.

The Chair discusses the initial list of candidates with the Dean and requests approval for conducting campus interviews with some number of the candidates. The Search Committee arranges for candidates to visit the Department for an interview, which will include discussions with faculty members, students, the Dean, and other members of the Administration. For Joint Appointments or Cluster Hires, interviews with the leadership and faculty of other relevant units will be included.

Each candidate will present a seminar to the Department on some aspect of his or her scholarly work. The Department expects that all voting faculty will take appropriate initiatives to meet all short-list candidates in person or by other means. Faculty should inform the Chair if they cannot attend a candidate's site visit.

If necessary, the Department, through the Chair, will request to interview additional candidates.

In the absence of specific instructions from the Dean, following discussion among the faculty and Search Committee, an anonymous straw vote(s) will be made ranking candidates 1-n, with unity being highest. The results will be summed and discussion will continue to try and reach consensus. The purpose of the straw vote is to provide information relating to ranking preference on the whole.

A call will be made to cease discussion and then the faculty will anonymously finally choose a single top candidate. If faculty cannot be present at the vote, they must remotely enter their top ranking vote by the day of the vote.



The candidate receiving the largest number of first place votes will be advanced as the Departmental choice to the Dean.

In consultation with the Dean, the Chair negotiates the terms of the contract including starting date, salary, office and laboratory space, start-up funds, and teaching and research expectations. The Chair prepares a hiring proposal summarizing the search procedures as required by the University and develops a contract in the form of an appointment letter. The contract must contain an estimate of the costs of any equipment to be offered to the candidate. Significant modifications of the estimate of the cost of any renovations for office and laboratory space or instrumentation must be approved by the Dean's Office and the Office of Campus Planning, Design and Construction. The contract is approved by the higher levels of the Administration (Dean's Office, Academic Affairs, Human Resources) and sent to the candidate by the Dean. Upon acceptance of the contract, the search is formally closed and the Search Committee notifies all applicants for the position regarding the outcome.

In the case of hiring faculty with tenure, the Chair will request any additional materials required by the Senate Committee on Appointment and Promotions for an appointment at this level. In consultation with the Dean, the Chair will handle any additional negotiations resulting from these considerations.

The Chair of the Department is responsible for ensuring that all the new faculty member's needs are met according to the terms of the contract. The Chair assists the new faculty member in final arrangements for completion of office space, lab space and purchase of major equipment. The Chair will promote linkage with faculty members, connections for new faculty orientation and onboarding procedures, and in general indoctrinating new faculty members in the operations and expectations of the Department, the College and the University.

## 2. Appointment, Retention, and Promotion of Research Faculty

General criteria: Applicants for a Research Faculty position must demonstrate capability in performing high-quality research, submitting and managing research proposals, collaborating with other faculty, researchers and graduate students, presenting results of research in publications and at national meetings, and achieving national/international recognition. Whether or not a search is required is at the discretion of the Dean. If a search is required, it is conducted according to the guidelines of the University, the College of Arts & Sciences and the Department. The Dean of Arts & Sciences and Vice President for Research must approve the appointment of all Research Faculty members. The term of appointment for a Research Faculty position is typically 3 years. Some level of compensation may be provided by the Department, the College of Arts & Sciences, or other offices of the University.

### 2a. Appointment of Research Faculty

The Chair of the Department will appoint a Review or Search Committee that will prepare a written recommendation for the Department. Ordinarily, the Chair of the Committee will be the faculty sponsor of the candidate. The Committee will base its recommendation to the Department on a letter from the candidate which must be accompanied by a *curriculum vitae* and a statement of current and pending grant support, letters from three appropriate external scholars, and a nominating letter from a faculty sponsor in the Department. The candidate will have an interview

with the members of the faculty of the Department and present a seminar on her or his research. The Committee report is presented to the Department and voted on by eligible faculty members. The Chair transmits the complete dossier, other relevant materials and a cover letter to the Dean of Arts & Sciences, Provost, and the Vice President for Research who consider the appointment, and if approved, send that approval to the Department Chair. Salary level for Research Professors must be approved by the Chair prior to approval of the Office of Sponsored Programs.

#### 2b. Reappointment, Promotion or Termination of Research Faculty

General criteria: A faculty committee, appointed by the Chair, will review Research Faculty for reappointment at least once every 3 years. Research Faculty may request promotion to the next level at any review with approval of their faculty sponsor. If approved by a majority vote of the eligible voting faculty of the Department and the approval of the Chair, a Promotion Committee will be appointed by the Chair.

Consideration for reappointment or promotion will be based on an evaluation of the Research Faculty member's research, productivity, ability to secure external funding, collaboration with other faculty, researchers and graduate students, and national/international recognition. With a positive majority vote by the Department a recommendation to the Dean and Vice President for Academic Research will be made. Criteria for promotion include evidence of substantial progress in scholarly achievement. Reappointment may be made despite an unfavorable review for promotion. Pending loss of support from grants/contracts will initiate an automatic review. Research faculty must submit an annual activity report and CV update, similar to that submitted by all tenure-track faculty members, which will be reviewed by the Chair.

The faculty of the Department will recommend that appointments of Research Faculty not be renewed under the following conditions: unfavorable review, cessation of scholarly activity (i.e., lack of extramural funding, publications, etc.), acceptance by the Research Faculty of a position elsewhere or research or personal behavior outside the expectations of The College of Arts & Sciences or the University.

Promotion of Research Professors requires the formation of a Departmental Review Committee appointed by the Chair. At least 4 external evaluations are required for promotion to Associate Research Professor or Research Professor. The Review Committee, which will include the faculty sponsor, will make a recommendation to the eligible voting faculty of the Department, who will vote on that recommendation. The faculty vote, Review Committee report, and a letter from the Chair will be forwarded to the Dean for approval.

#### 3. Appointment Retention, and Promotion of Teaching Faculty

General criteria: Applicants for a Teaching Faculty position must demonstrate effectiveness in classroom and laboratory instruction; design, organization, and preparation of course materials; assessment of student performance; and application and development of pedagogy in their field of instruction. Whether or not a search is required is at the discretion of the Dean. If a search is required, it is conducted according to the guidelines of the University. The Dean of Arts & Sciences must approve the appointment of all Teaching Faculty members.

##### 3a. Appointment of Teaching Faculty

The Chair of the Department will appoint a Committee that will prepare a written recommendation for the Department following a search that follows the rules and procedures outlined by Human Resources. The Committee will base its appointment recommendation on a statement of interest from the candidate, a full *curriculum vitae*, three letters of reference, and an interview with members of the faculty. The report and recommendation for appointment will be presented to the Department and voted on by eligible faculty members. The Chair will transmit the required materials to the Dean of Arts & Sciences who will consider the appointment. If approved, an offer letter will be prepared for the candidate.

Appointments of Teaching Professors and Associate Teaching Professors are for periods of no more than five years and are renewable. Appointments of Assistant Teaching Professors are for periods of not more than three years and are renewable.

### 3b. Reappointment, Promotion or Termination of Teaching Faculty

Teaching professors will be evaluated annually by the Department Chair. Evaluation prior to contract renewal must be done in accordance with standard faculty renewal processes (i.e., Review and Recommendation reports to the Dean's Office), including review by a committee drawn from the relevant faculty, and must cover all aspects of the assigned duties.

Assistant and Associate Teaching Professors typically may request promotion after at least five years of service in rank. Teaching Professors and Associate Teaching Professors may be hired at rank if they have appropriate qualifications and teaching experience.

Promotion to Associate Teaching Professor is based on evidence of excellence in teaching and pedagogy. Teaching excellence may be shown through classroom teaching, contributions to the design, *syllabi*, and organization of Departmental course offerings, and applications or development of pedagogy in the field. Contributions to pedagogical advances will vary from field to field, and may be demonstrated by, but not limited to, developing independent or team-taught courses, creating teaching materials and methodologies, administration or maintenance of laboratory or clinical settings used for pedagogy, training other instructors, or holding supervisory responsibilities for course offerings. Promotion to Teaching Professor is based on continued excellence in teaching and pedagogy, as well as leadership in the field of teaching, where such opportunities exist. The Dean, with the concurrence of the faculty, is responsible for determining appropriate qualifications for each rank.

Promotion from Assistant to Associate and from Associate to Teaching Professor is subject to oversight by a committee formed by the Department Chair and drawn from the faculty. This committee will include at least one Teaching Professor, who may be from outside the Department if necessary, in addition to tenured members of the Department. The recommendations of the committee and relevant faculty will be transmitted to the Dean of Arts & Sciences, who makes the final decision on promotion. Candidates for promotion have the right to review all materials related to their promotion and to meet with the committee and the Department Chair as part of the review process. Promotion is neither necessary nor sufficient for contract renewal.

## 4. Appointment of Joint Faculty

Joint Faculty are appointed in the Department by the Dean of The College of Arts & Sciences following the search process outlined above, with the concurrence of the Dean of any other school involved. Issues of tenure, promotion and leaves are discussed in the guidelines of the College of Arts & Sciences or specified in the faculty member's appointment letter or a memorandum of understanding.

#### 5. Appointment of Postdoctoral Researchers

Postdoctoral Researchers are appointed by the Chair upon recommendation by a faculty sponsor. Salaries for these individuals are set by their sponsoring faculty member as permitted by the grants that support them.

#### 6. Appointment of Adjunct Faculty

Adjunct Faculty members are ultimately appointed by the Chair following a majority vote of eligible tenure-track faculty. A letter of nomination outlining the rationale for the appointment in terms of research, instructional and service contributions to the Department and current *curriculum vitae* should be submitted to the Chair for the review of the faculty. The term of appointment is at the discretion of the voting faculty, but no more than three years. All eligible tenure-track faculty members, with no restriction on rank, may vote on adjunct appointments. There is no salary associated with these positions.

#### 7. Appointment of Visiting Faculty

Visiting Faculty who will receive remuneration for teaching are appointed by the Chair with the concurrence of the Dean. Visiting Faculty who will not be receiving financial compensation from Syracuse University can be appointed by the Chair. Appointments of Visiting Faculty are for a one-year term or less and may be renewed by faculty vote. All eligible tenure-track faculty members, with no restriction on rank, may vote on the appointment of Visiting Faculty.

#### 8. Appointment of Visiting Scholars

Visiting Scholars are appointed by the Chair for a fixed term upon recommendation by a faculty sponsor. No salary is provided by the Department for these individuals.

#### 9. Appointment of Lecturers and Instructors

Lecturers and instructors are appointed by the Chair with the approval of the Dean's Office. Appointments are generally for one or two semesters but may be for a longer period of time with the approval of the Dean's Office. Individuals with appointments as Postdoctoral Researchers may be hired to teach specific classes as needed by the Department. This arrangement must be approved by the faculty sponsor and managed beyond any limits of sponsored program support. Lecturers and Instructors are considered Part-Time Instructors and are subject to the benefits and restrictions of collective bargaining agreements at the University level.

#### 10. Appointment of Affiliated Faculty

Candidates for Affiliated Faculty may be nominated by a faculty member at any time. A letter of nomination outlining the rationale for the appointment in terms of research, instructional and service contributions to the Department and current *curriculum vitae* should be submitted to the Chair for the review of the faculty. All full-time faculty members regardless of rank may vote on this appointment. Appointments are for 3 years and may be renewed by a majority vote among

the faculty. All eligible tenure-track faculty members, with no restriction on rank, may vote on adjunct appointments. There is no salary associated with these positions.

#### 11. Appointment of Faculty *Emeriti*

Faculty of the Department may be nominated for *Emeritus* status by a tenured faculty member of the Department. Approval requires a positive majority vote of the Department faculty and the concurrence of the Department Chair. Permanent *Emeritus* status is awarded by the College Promotion and Tenure Committee and the University Senate.

#### 12. Appointment of Courtesy Research Faculty

The appointment of Courtesy Research Faculty (CRF) is for individuals who have strong intellectual ties to the Department and are active in supporting its overall research climate. They should have a strong scholarly profile and are expected to publish peer-review articles with some regularity. CRFs do not receive remuneration from the University and are not expected to perform any tasks for which they could potentially receive remuneration. CRFs may serve on graduate student advisory committees but not as the primary supervisor of graduate students. CRFs must be nominated by one or more tenured or tenure-track faculty sponsors. The nomination is discussed and voted on by the full faculty. In the case of a positive vote, the Chair seeks the concurrence of the Dean of Arts and Sciences by providing his/her own memo, the nomination letter, and the results of the faculty vote. The term of appointment for a Courtesy Research Faculty position is typically three years. For renewal of a CRF appointment, the Chair appoints an ad-hoc committee of three faculty who are charged with collecting compiling feedback from all department stakeholders on how the CRF has contributed and enriched the overall research climate in the Department. The committee also solicits the CRF's *curriculum vitae* and prepares a written report and recommendation based on their findings. The faculty votes on reappointment. Pending a positive outcome, the Chair transmits the results of the committee's work, the faculty vote and his/her own recommendation to the Dean for his/her concurrence on reappointment.

### ii. Mentoring and Career Development

#### 1. Mentoring and Career Development of Assistant Professors

General criteria: The Department follows the guidelines and rules of the University and The College of Arts & Sciences in fostering the progress of Assistant Professors and Postdoctoral Researchers toward promotion, tenure and other career development objectives. The Chair and senior faculty will actively and continuously engage in efforts to help Assistant Professors attain the appropriate effort distribution of research productivity, teaching skills, and service contributions as they progress in their careers.

Assistant Professors should identify two faculty mentors from the tenured faculty and work with those mentors to develop a mentoring plan using the Department's Assistant Professor Mentoring Plan template. The mentoring plan will formalize the role of each mentor in supporting their pre-tenure colleague and articulate the minimum intervals for meeting with mentors to discuss progress towards the goals outlined in the plan. Every January, Assistant Professors will prepare

a self-assessment of their progress towards the goals outlined in the document and submit this document to the Chair along with their annual CV update.

## 2. Mentoring and Career Development of Associate Professors

Following promotion to the rank of Associate Professor with tenure, faculty members will continue to be advised by a Mentoring Committee until promotion to the rank of Full Professor. The Associate Professor will select two full professors as faculty mentors with whom he or she develops a 5-year mentoring plan using the Department's Associate Professor Mentoring Plan template. The mentoring plan will formalize the role of each mentor in supporting their colleague's steps towards promotion and articulate the minimum intervals for meeting with mentors to discuss progress towards their goals. Every January, Associate Professors will prepare a self-assessment of his/her progress towards the goals outlined in the document and will submit this document to the Chair along with his/her annual CV update.

## 3. Mentoring and Career Development of Postdoctoral Researchers

General criteria: Postdoctoral Researchers are generally assumed to have temporary appointments in the Department of Earth & Environmental Sciences. With this in mind, the Department is committed to advising these individuals with respect to both their specific research agenda while they are in the Department as well as their longer-term career objectives. Although Postdoctoral Researchers must fulfill specific research expectations of the projects that support them, they should not be treated as technical support staff. It is incumbent upon the faculty advisor to mentor Postdoctoral Researchers with respect to research productivity, obtaining funding for research, and in general, progressing toward becoming an independent investigator.

Faculty sponsors and the Department will support the research objectives of Postdoctoral Researchers while in the Department and promote the advancement of their careers beyond Syracuse University. This includes exploration of future independent research projects, participation in the intellectual life of the Department, and working in an informal advisory capacity with students, within the context of their specific research agenda.

All Postdoctoral Researchers will have a faculty mentor who will manage their research support. Postdoctoral Researchers will provide an annual CV update and meet with the Chair in January, similar to the practice with faculty members. Postdoctoral Researchers are reappointed annually. Prior to reappointment the faculty mentor, with at least 2 other faculty members will meet with the advisee to discuss their status and prepare an annual report outlining the research progress and funding status of each Postdoctoral Investigator. The report must be submitted to the Chair annually prior to preparation of reappointment letters, usually in early May.

### ***c. Tenure and Promotion of Full-Time Tenure-Track Faculty***

#### **i. Tenure and Promotion of Full-Time Tenure-Track Assistant Faculty**

General criteria: The Department will adhere to all requirements and procedures set by Syracuse University and The College of Arts & Sciences. Review for tenure and promotion will take place under the guidelines of The College of Arts & Sciences at Syracuse University. Reviews will normally be initiated before the end of the spring semester in the year prior to when the review is

to be completed. Performance will be evaluated on the basis of the three broad criteria of teaching, research productivity, and service as described in the Faculty Manual, <http://provost.syr.edu/faculty-manual/>, and policies and procedures of the College of Arts & Sciences, <http://asadministration.syr.edu/casinternal/forms.html>.

In general, only faculty members of higher rank than a candidate for promotion or tenure participate in the review and voting on these matters. Faculty members who have received official notice of a positive tenure recommendation are eligible to participate in the review of candidates for promotion to Associate Professor.

To optimize their chances for reappointment and tenure, the Assistant Professor must be aggressive and persistent in pursuit of extramural research support through grants and contracts, publish their results in appropriate peer-reviewed scientific journals and books, advise graduate and undergraduate students, and serve on committees of the Department, College and University. Candidates are expected to demonstrate independent research beyond their dissertation and collaborations with graduate and postdoctoral advisors.

### 1. Annual reviews

The Review Committee will meet annually with the candidate to discuss his or her progress towards promotion and tenure. This annual meeting requires the following items: the candidate's updated *curriculum vitae*, current mentoring plan, self-assessment of progress towards the annual goals outlined in the mentoring plan, and teaching evaluations. The Review Committee will prepare a written report to be submitted to the Chair using the Department Annual Review template. These documents will be included in the candidate's annual Review and Recommendation report submitted by the Department Chair. The annual review report should be submitted to the Chair at least 2 weeks prior to the deadline for Review and Recommendation reports in the Dean's Office (typically in early March).

As part of their responsibilities, at least one member of the Review Committee will observe the candidate's teaching during announced or unannounced classroom visits. The frequency of teaching observations will be determined by the Review Committee but must be at least once before the 3rd-year review and at least twice more before the candidate begins the tenure review process (total of three unique observations). Observations made during in-class visits will be discussed with the candidate during subsequent annual review meetings and detailed in annual review memos.

### 2. 3rd-Year Review

As stipulated by Syracuse University in the Faculty Manual, untenured faculty will have a 3rd-year review in consideration of reappointment. For the 3rd-year review, the standing Review Committee will evaluate the candidate's progress towards promotion and tenure. For untenured faculty who hold a joint appointment, an additional committee member from the relevant department(s) will also join the committee. The candidate will provide an updated *curriculum vitae*, and all materials listed in Form A for tenure and promotion procedures. These materials must be submitted to the chair of the Review Committee no later than February 15 for candidates beginning their appointments in the fall semester (September 15 for initial spring appointments) of the third academic year. Adjustments to the candidate's tenure schedule do not apply to the 3rd-year review.

The Review Committee writes a report based on the candidate's record to date. The report and all other review materials are made available to the tenured faculty no less than one week in advance of a meeting in which the candidate's progress toward tenure is reviewed. The Committee report and all discussions surrounding this review are conducted in confidence. The tenured faculty votes on the reappointment of the candidate by secret ballot. For untenured faculty who hold a joint appointment, the other department(s) representative will participate as a full voting member for the secret ballot. The Chair writes a letter to the Dean reporting the results of the faculty discussions including majority and minority opinions, the result of the vote, and his or her own recommendations. These materials will be submitted in accordance with deadlines of The College of Art & Sciences, normally on or about March 15 (November 15 for fall reviews). All aspects of the 3rd-year review remain confidential. The Chair provides the candidate with a written summary of the faculty discussions and recommendations and a copy of the Committee Report. The candidate is notified by the Dean regarding reappointment.

### 3. Tenure and Promotion Reviews

Departmental reviews for tenure and promotion are subordinate to the procedures of the University and The College of Arts & Sciences. Candidates and Department members involved in reviews are responsible for following these rules. Reviews for tenure decisions will be initiated before the end of the Spring semester of the academic year preceding the one in which the Senate Committee on Appointment and Promotions would consider the case.

Note that the tenure schedule for candidates who begin their appointments in the spring semester does not start until the following fall. The timing of tenure and promotion reviews should be discussed annually with the candidate as part of the Review and Recommendation process so that both the candidate and the Department can make appropriate preparations for the review.

The candidate initiates the tenure review process by submitting a "Candidate's Request for Tenure Review" memo to the Vice Chancellor's Office in March of the year preceding the review. The candidate should be sure to inform the Department Chair of their intention to initiate this process.

The standing Review Committee is responsible for conducting the promotion and tenure review for the Department. A member of the Review Committee will serve as Chair of each Promotion and Tenure Review case. Additional members may be included on the Committee in the case of joint appointments, these committee members will have full voting rights throughout the process. The Department Chair will review the tenure and promotion process with the candidate and direct them to submit all the necessary review materials (see below) to the Review Committee and the designated member of the Department Office Staff. All activities of the Review Committee, communications with external reviewers, and deliberations of the Department are conducted in confidence.

The candidate will present his/her research in the K. Douglas Nelson Seminar Series prior to the review of tenure and promotion materials by the Department and ideally in the semester preceding the review. It is the responsibility of the candidate to schedule this presentation. The



presentation should highlight research since the candidate joined the faculty and give a sense of the candidate's future research interests.

On or before May 1, the candidate furnishes the Chair of the Review Committee with up-to-date *curriculum vitae*, statements regarding research, teaching and service objectives (no more than 5 pages), a list of 3 to 5 potential external reviewers and PDFs of all publications to date with 5 designated as those to be sent to reviewers.

The candidate is strongly encouraged to seek feedback from their mentor and/or other faculty on the content and style of these documents well in advance of the May 1 deadline.

The Review Committee prepares a list of outside referees suitable for appraising the candidate's scholarly work including at least 7 referees, making certain that it consists only partially of names provided by the candidate. All reviewers must be scholars of international distinction from outside the University. Some reviewers are chosen for their expertise in the candidate's particular research specialty; others are invited to comment because of their ability to assess the candidate's impact on a broad area of the Earth & Environmental Sciences.

Potential reviewers are contacted by the Review Committee to assess their willingness to provide a letter of evaluation for the review in the time frame required. For reviewers who agree to provide an evaluation, the Chair of the Committee will forward materials including a standard letter based on examples from The College of Arts & Sciences, the candidate's *curriculum vitae*, copies of selected publications, and statements concerning research, teaching and service. Materials will be provided to the external reviewers no later than June 1 with responses requested by September 1. The Committee should request *curriculum vitae* from each reviewer unless they are readily available otherwise. All communications with respect to referees or potential referees will be reported to the Promotion and Tenure Committee, including names, ranks, and affiliations of potential referees who declined to review the tenure dossier.

By September 1, the candidate must submit all remaining materials for the review. This includes complete and updated Form A and *curriculum vitae*, publications in digital format (PDF), a copy of his or her Ph.D. dissertation, a summary of course enrollments, and copies of all course *syllabi*. The Review Committee assembles a dossier including all materials provided by the candidate, letters from external reviewers, biographic information on the reviewers, student course evaluations, and any other documents relevant to the tenure decision by September 1. The Committee writes a report summarizing and evaluating the research, teaching and service contributions of the candidate and adds it to the dossier. The dossier is made available for the review of the tenured faculty in the Department Office and a meeting of the tenured faculty is scheduled for a full discussion of the case. The date of the meeting and voting of the tenured faculty on Promotion and Tenure cases will be scheduled and announced prior to the start of the academic term, to ensure full participation by all eligible faculty.

A meeting of the tenured faculty will be held for a full discussion of the dossier and the candidate's scholarly accomplishments. Vote on the tenure and promotion will be by secret ballot and the results will be reported by the Chair as stipulated as part of Form B to the Dean. In addition, as part of Form B, the Chair of the Department will provide a letter summarizing the tenured faculty's discussion of the complete dossier, including majority, minority and joint

appointment department opinions, an assessment of the ‘fit’ and accomplishments of the candidate, along with his or her own personal recommendation with respect to tenure and promotion of the candidate. It is the responsibility of the Chair to ensure that all procedures are followed according to University policies and these Bylaws. The Chair is responsible for ensuring that the dossier is complete and accurately reflects the candidate’s case. The full dossier, and any additional pertinent materials, are delivered in person by the Chair of the Department to the Dean’s office on or before the stated deadline issued by the Dean’s office, normally about October 15.

The Dean transmits the dossier to the Senate Committee on Appointment and Promotions for review. The decision regarding the Committee’s recommendation for tenure and/or promotion is communicated to the candidate by the Chair of the Appointment and Promotions Committee. Note that promotions and tenure must be confirmed by the Syracuse University Board of Trustees, typically around May graduation, and that these do not take effect until the beginning of the next Academic Year. Official notification of promotion and tenure decisions are sent to the candidate by the Administration by mail in mid-May.

#### ii. Promotion to Full Professor

Faculty wishing to be considered for promotion to the rank of Full Professor should consult the Faculty Manual (<http://provost.syr.edu/faculty-manual/>) for the general requirements and expectations associated with this promotion. To initiate this process, the candidate should discuss the promotion with the Chair of the Department and submit a current *curriculum vitae* for review by the other Full Professors of the Department who will advise the candidate in terms of timing and appropriateness of proceeding with a review. Following a positive vote to begin the review process, the Review Committee will be tasked with conducting the review.

The Department will follow the same review procedure outlined above for tenure decisions for promotions to the rank of Full Professor. Department expectations for promotion to the rank of Full Professor include sustained scholarly productivity, appropriate contributions to teaching, and national /international leadership in their field. Candidates are expected to continue to make substantial contributions to teaching and service, including having taken on leadership roles as appropriate, to the Department, University, and their specific research field(s).

In the event that the Chair of the Department is not a Full Professor, the Chair does not vote but is still required to complete Form B. Note that a copy of the candidate’s dissertation is not submitted for this review.

#### ***d. Leaves***

Procedures for administrative and research leaves are detailed in the web pages of the Vice Chancellor & Provost:

<http://provost.syr.edu/faculty-manual/2-55-research-and-administrative-leaves-of-absence/>

Faculty members should discuss their plans to submit a leave request with the Chair of the Department as far in advance as possible in order to anticipate instructional and service needs of the Department. Following these guidelines and in order to receive full consideration, faculty

must submit a Research/Study Leave Application to the Chair of the Department by October 15 to request a leave beginning the following September (March 15 for a leave beginning the following January). The application form must be accompanied by 2 copies of the applicant's *curriculum vitae* and a letter explaining the purpose of the leave. The Chair will forward these materials, along with his or her recommendation, to the Dean's office in a timely manner so that they can be sent to the office of the Vice Chancellor for Academic Affairs before University deadlines (November 15 and April 15, respectively). Note that leaves will not be automatically be granted upon request as they are subject to the needs of the Department, The College of Art & Sciences, and the University. In the event that multiple leave requests are submitted, the Chair will prioritize them on the basis of their research potential and other considerations including the results of past leaves, instructional needs of the Department, etc.

Other types of leaves, including administrative and parental leaves will be facilitated by the Chair of the Department and approved by the Dean of The College of Arts & Sciences. The Department follows the maternity and parental leave policy for the University, which is outlined in detail at [http://supolicies.syr.edu/fac\\_teach/leave\\_parental.htm](http://supolicies.syr.edu/fac_teach/leave_parental.htm). Faculty members should discuss their plans to submit a leave request with the Chair of the Department as far in advance as possible in order to anticipate instructional and service needs of the Department.

### **III. Departmental Organization and Responsibilities**

#### *a. Administrative Positions*

##### General Considerations:

Members and Chairs of all Departmental committees and other administrative positions listed below, unless otherwise noted, are assigned by the Chair of the Department, normally for a 3 year term. Reappointments will be made as necessary to distribute the administrative workload equitably with respect to instructional and research programs.

##### i. Department Chair

The Department Chair is normally appointed for a 3-year term by the Dean of The College of Arts & Sciences with the approval of the Provost. Normally appointment or reappointment is for a 3-year term but may be for a longer or shorter term at the discretion of the Dean. Typically, the Dean will solicit the opinion of the faculty and staff of the Department prior to interviewing potential candidates. During the last year of the Chair's term, the Dean may choose to request letters from the faculty reviewing the Chair's performance or appoint a Chair Search Committee to begin the process of appointment of a new Chair.

The Chair serves as the official link between the Department and the Administration of the University. In matters pertaining to all Departmental interests or impacting the Department, it is expected that faculty members and staff will communicate with higher levels of the administration through the Chair or at her or his direction. It is the Chair's responsibility to communicate the interests of the Department to higher levels of the Administration (and *vice versa*) in a timely manner regardless of his or her personal interest or concurrence. The Chair communicates with the Dean of The College of Arts & Sciences on all matters pertaining to Departmental recommendations concerning searches, appointments, promotions, retention, and termination of faculty and staff members.

The Chair is responsible for overseeing all hiring, appointment, mentoring, tenure, and promotion procedures. The Chair of the Department appoints the Chairs and other members of the Mentoring, 3<sup>rd</sup>-Year Review, and Tenure and Promotion Review Committees.

The Chair is responsible for the overall performance of the faculty and staff. He or she conducts formal annual reviews of the faculty and staff and makes recommendations to the Dean of The College of Arts & Sciences regarding salaries, workloads, and other responsibilities. The Chair will provide individuals with an assessment of their annual review upon written request. The Chair is responsible for the evaluation of the faculty and staff, assignment of responsibilities to academic and non-academic staff, assignment of teaching and advising loads, supervision of instructional matters, appointment of other Departmental officers, appointment of all Departmental committees, and management of other issues such as fund raising, and alumni relations. The Chair's recommendations regarding salary increments will be guided by overall effectiveness appropriate to an individual's appointment and the Department's Differential Effort Policy.

In coordination with the Operations Specialist, the Chair will be responsible for meeting with the Department staff members, reviewing and as necessary, updating Position Evaluation Requests (PERs) with the Department of Human Resources. The Chair will review staff role responsibilities with the Operations Specialist on annual basis and communicate a summary of those responsibilities to the Department. The faculty members are responsible for understanding and respecting the limits of staff responsibilities.

The Chair is responsible for formulation and control of all Departmental finances, including operating funds from The College of Art & Sciences as well as Course Fees and Departmental discretionary monies, donations, and endowments. The Chair will make an annual report of the status of the Departmental budget and finances at a faculty meeting. The Chair is also responsible for maintaining and developing new resources for assistantships and fellowships through The College of Arts & Sciences. The Chair will request funds from the Dean's Office or elsewhere in the University to pay for Departmental expenses that are not covered by the Operating Budget provided by The College of Arts & Sciences.

The Chair provides an essential link to the Office of Sponsored Programs (OSP). He or she is responsible for communications with that office, reviewing all faculty research proposals according to the criteria in the Internal Routing & Review (IRR) forms, for example, review of potential conflicts of interest, plans for time away from the University, international relations, safety and security, space needs, and personnel requirements. The Chair will work with OSP to insure efficient processing of proposals and awards in the context of all funding sources. The Chair signs off as supervisor on all sponsored program and Departmental expenditures.

The Chair will ensure that teacher/course evaluations are collected for all courses offered by the Department. Both quantitative and open-ended evaluations from students will be collected, reviewed and archived in the Department Office for future reference, including tenure and promotion considerations.

The Chair's responsibility will include overseeing the production of the Department Magazine, which will be sent out once a year. The Chair will arrange for the minutes of faculty meetings to be recorded, circulated, approved at a subsequent meeting, and archived for future reference. The Chair works with Department staff to organize alumni events and recruiting of prospective faculty and graduate students at annual national scientific meetings. The Chair is responsible for establishing and maintaining an alumni registry that Earth Science majors can access for information related to internships, jobs, and careers in the Earth & environmental sciences.

The Chair is also responsible for all room and space issues within the Department, including student, staff, and faculty offices, allocating laboratory space, and overseeing Departmental spaces (e.g., computer laboratory, storage room, machine shop, etc.) The Chair is also responsible for use of Departmental vehicles and other Department-owned equipment by students or employees of Syracuse University.

The Chair is expected to call regular faculty meetings as necessary to conduct Department business and to ensure that accurate minutes are recorded and archived. Annually, the Chair will arrange for a Faculty Retreat in order to address larger issues facing the Department. The Chair will be responsible for developing and maintaining a Strategic Plan for the Department that covers all research, instructional, and service activities of the Department. In particular, this must include a faculty development plan that is updated annually in anticipation of calls for hiring proposals from the Dean's Office.

The Chair will organize a comprehensive self-study of the scholarly activities of the Department every 5 years or more often if required by the Administration. The Chair will also help ensure that an External Review of the graduate program is conducted periodically in accordance with the guidelines of the Graduate School. The Chair will be responsible for the completeness and accuracy of all documents required for these activities.

The Chair is expected to represent the Department at meetings of the Science & Math Council, Humanities, Math and Sciences Chairs, All Chairs, and Retreats sponsored by The College of Arts & Sciences and the University Central Administration. The Chair should strive to maintain good working relationships broadly within the Administration to better provide information and expedite the needs of the Department.

If the Chair must be away from the Department, the Associate Chair will handle any necessary administrative duties. If the Associate Chair is not available, the Chair will designate another appropriate faculty member as Acting Chair to avoid any disruption of the normal operations of the Department. The Associate Chair or Acting Chair is expected to communicate with the Chair before, during, and after the Chair's absence to ensure continuity and consistency in all matters arising during this interval.

#### ii. Associate Chair

The Associate Chair is appointed by the Chair of the Department with the approval of the Dean of The College of Arts & Sciences, normally for a 3-year term. The Associate Chair works closely with the Chair to ensure consistency and continuity in the administration of the Department. Specific responsibilities of the Associate Chair will be assigned by the Chair in

accordance with Departmental needs. Although individuals holding this position will gain valuable experience with respect to Departmental administration, there is no expectation that the Associate Chair will succeed the Chair, nor is it required that the Chair have served previously as Associate Chair.

### iii. Director of Graduate Studies

The Director of Graduate Studies (DGS) is appointed by the Chair and has overall responsibility for the Graduate Program of the Department. The term will be for three years, with reappointment by the mutual agreement of the faculty member and the Chair. The DGS serves as the liaison between the Department and the Graduate School in matters such as graduate curricula, examinations, and degree requirements.

The DGS works closely with the Department staff to maintain permanent Departmental records pertaining to the graduate program, schedule graduate courses, assign teaching assistants to courses, ensure assessment tools (e.g., rubrics) are used in the graduate program, and review student progress towards degree completion.

One of the main responsibilities of the DGS is to ensure that graduate students receive fair, uniform, and effective advising during their courses of study. The DGS is responsible for organizing annual meetings with the graduate students to discuss issues related to the graduate program and soliciting and reviewing annual reports to assess whether students are making satisfactory progress towards their graduate degree. The DGS facilitates administration of the graduate program, as outlined in the Graduate Program Guidelines for the Department, including assigning temporary advisors for new students and with the concurrence of the Chair, approving permanent Advisory Committees. The DGS will review *the Department of Earth & Environmental Sciences Graduate Program Guidelines* annually and suggest changes to this document as necessary. At a faculty meeting near the end of the fall semester, the DGS will provide an assessment of the progress of each graduate student in order to inform the faculty of available positions for admissions in the spring semester. The DGS is responsible for working with the Chair to make sure all teaching assistant positions are filled and available to meet the teaching needs of the department.

The DGS is responsible for administering the graduate admissions process, including advertising, recruiting, reviewing applications, interviewing prospective students and coordinating campus visits. The DGS submits nominations for University and other fellowships. The DGS consults with the faculty to determine the distribution of Teaching Assistantships, Research Assistantships and Fellowships in order to ensure fair and equitable financial support for students and adequate teaching support for the Department.

The DGS is the Chair of the Graduate Advisory Committee (GAC), which oversees the graduate admissions process in the Department and is responsible for communications with the Graduate School, Dean's Office and other University groups to manage funding for graduate students. The DGS handles official communications with applicants including letters discussing acceptance, funding or rejection. In general, the DGS will lead the faculty review of prospective students and work with the faculty to admit the highest quality students possible in the context of available

resources. The DGS will also periodically review and update procedures for Graduate Admissions.

The DGS will monitor the progress of graduate students and promote the on-time completion of degrees. The DGS will work with the Department staff to ensure that a complete and accurate list of all graduating students is available for graduation programs. The DGS will also work with the Department staff to maintain statistics on time-to-completion of degrees and students who do not complete degree programs, including gender, prior degrees, and intended degrees, for the purposes of assessment and evaluating the effectiveness of our graduate program. The DGS will oversee and administer assessment of the graduate program, such as rubrics for graduate courses, thesis/dissertation quality and defense performance, and reporting those statistics relevant to the degree Assessment Action Plans to the University assessment office.

#### iv. Director of Undergraduate Studies

The Director of Undergraduate Studies (DUS) is appointed by the Chair. The term will be for three years and can be reappointed with the mutual agreement of the faculty member and the Chair.

The DUS works closely with the Department staff. The DUS has overall responsibility for administration of the Undergraduate Program. The DUS serves on the Curriculum Committee and brings matters for faculty review to that group.

The DUS has overall responsibility for the undergraduate program, including overseeing degree program revisions, coordinating advising of majors each semester, distributing information on field camps, and recruiting of undergraduate majors. The DUS also serves as liaison between the Department and the various undergraduate Deans in matters pertaining to courses and advising of all Earth Science majors. The DUS may make decisions, with the approval of the Chair, on student substitution of courses on a case-by-case basis, and various other matters such as acceptance of transfer credits, etc. that may require petitions brought to the attention of the faculty. The DUS, in consultation with the Curriculum Committee, will make recommendations on matters such as revision of the undergraduate majors, cross-listing of courses and other curriculum changes to be discussed and voted on by the faculty. The DUS advises the Chair on scheduling undergraduate courses, advertising, curriculum development and web presence. The DUS will also ensure that course enrollment statistics are collected by the UC on a regular basis in order to advise the Chair and the faculty regarding current trends and opportunities in the curriculum.

The DUS will assign undergraduate majors to members of the faculty for undergraduate advising. Although undergraduate advising is distributed among the faculty, the DUS remains the primary point of contact for undergraduate majors with inquiries regarding the undergraduate curriculum.

The DUS will oversee and administer assessment of the undergraduate program, such as ensuring the use of rubrics in undergraduate courses and reporting statistics relevant to the degree Assessment Action Plans to the University assessment office, and administration of the end-of-program exit exam.

#### v. Colloquium Director

The Colloquium Director will be a member of the faculty and be responsible for organizing the Department's Colloquium Series each semester. In consultation with the Chair, the Colloquium Director will work within a budget specifically designated for the purpose of running this seminar series. The Colloquium Director, in consultation with the Chair and other members of the Department, will help identify speakers to be supported by the K. Douglas Nelson fund. He or she will also work with The College of Arts & Sciences to suggest appropriate speakers for the Geoffrey O. Seltzer Lectures. The primary responsibilities of the Colloquium Director are to identify and invite speakers for the weekly lecture series, ensure equitable representation of department disciplinary areas amongst the talks, and coordinate with the Department staff and faculty hosts to ensure appropriate travel and lodging arrangements, timely reimbursement of speaker expenses, and advanced advertising of lectures both online and in poster form. The schedule for the full semester of lectures should be complete and made available to faculty and students at least two weeks prior to the beginning of the semester.

It is expected that each faculty member will take an active role in hosting seminar speakers when possible, usually about once per semester. The designated faculty host will work with the speaker, Department staff, and Colloquium Director to make travel arrangements in a timely and economical fashion and coordinate the speaker's schedule during the visit. It is the host's responsibility to keep expenditures within the recommended budget for the overall cost associated with a speaker's visit. The host should arrange for meetings with faculty and students and tours of the Heroy Geology Laboratory and campus so as to present the Department and the University in the best possible light.

#### *b. Department Committees*

##### General Considerations:

Faculty and staff will be appointed by the Chair to serve on a number of standing committees concerned with the development and maintenance of key aspects of the Department.

Committees will report on their activities at faculty meetings as necessary. They will also provide annual reports to be provided at the Faculty Retreat. In all cases, the prime responsibilities of these Committees are to critically evaluate current operations and to anticipate future needs of the Department.

##### i. Executive Committee

The Executive Committee of the Department consists of the Chair, Associate Chair, Director of Graduate Studies, Director of Undergraduate Studies, and the Department Operations Specialist. This Committee will meet at least once per month to discuss major issues related to the faculty, staff, curriculum, and facilities in the Heroy Geology Laboratory. The Committee is responsible for developing, amending and interpreting policies of the Department beyond those specified in the Bylaws. When appropriate, issues discussed by the Executive Committee will be brought to the attention of the full faculty for further discussion and decisions.

##### ii. Review Committee

The Review committee will comprise three full professors who will conduct all review functions related to tenure and promotion procedures for Assistant and Associate Professors in the Department. Membership on the committee will be for three years with terms beginning on January 01. At the



close of the third year, the most senior member of the committee rotates off and is replaced by another full professor who initiates a 3-year term. This three-year rotation ensures continuity of the committee while distributing load across the full professors on the faculty. The review committee will handle all annual reviews of Assistant Professors, third year reviews, promotion and tenure cases and promotion cases following University and Department policies outlined in section II.b.ii and II.c of the bylaws. If there are insufficient Full Professors in the Department to form a committee of at least three, faculty members of this rank from other Departments may be included with the approval of the Dean.

### iii. Curriculum Committee

The Curriculum Committee will consist of a Committee Chair and other faculty and staff members appointed by the Chair. The DGS and the DUS serve *ex officio* on the Curriculum Committee to advise on curricular issues for the graduate and undergraduate programs. The purpose of the Committee is to ensure that the classes and teaching of the various courses of study offered by the Department remain relevant, fresh, and effective. The Committee will meet as necessary but at least once per semester to review the content, scheduling, sequencing, linkage, and teaching performance in these programs. In addition, the Committee will review the course offerings and requirements related to each degree program offered by the Department (including related Integrated Learning Majors) to ensure that student needs are being met. The Committee will review and if necessary, solicit updated course descriptions and pre-requisites and ensure that regularization of new courses proceeds in a timely manner. Integration of Department courses and degree requirements with the Liberal Arts CORE will be reviewed annually, including preparation of any proposals for new EAR courses and courses that may meet requirements for “writing intensive” or “critical reflections” designations. The Committee will bring any problems or opportunities to the attention of the faculty for possible action.

### iv. Graduate Advisory Committee

The Graduate Advisory Committee (GAC) consists of the Director of Graduate Studies and 2 members of the tenure-track faculty. The Committee oversees recruiting, admissions, and funding of graduate students in the Department. It is also responsible for the review and assessment of current students in the program.

The GAC reviews all applications to the graduate program, approves requests for financial support of prospective student travel, and works with the Department staff to coordinate graduate student recruiting events. The Committee provides information, as needed, to facilitate the Department’s fall and spring admissions. For fall admissions, the Committee meets in early February to develop an initial ranking of prospective graduate students to present to the faculty for discussion during the admissions process. For spring admissions, prospective students are identified in October for evaluation and possible admission and funding by the Department.

Applications to the M.S. and Ph.D. programs in the Department of Earth & Environmental Sciences are initially reviewed by the GAC and a summary is presented to the Department for consideration of possible admission and funding. Updated information is provided as new applications arrive. The faculty ranks the applicants in a meeting or series of meetings and recommends action on each applicant to the DGS (i.e., rejection, acceptance with funding, acceptance without funding). The Chair must approve each offer of admission to a new graduate student. The DGS then informs the Graduate School of the decisions of the Department and extends an offer to successful applicants. The DGS will also send a letter of explanation to candidates who are rejected for admission to the graduate program. The GAC makes recommendations to the faculty regarding University fellowships

for subsequent discussion and vote. The DGS nominates selected applicants for College and University Fellowships through procedures specified by the Dean's office and the Graduate School.

Details of the graduate admissions process are outlined in the Graduate Admissions Guidelines for the Department. All admitted graduate students are required to follow the guidelines for graduate study in the Department as set forth in the regulations published by the Graduate School <http://graduateschool.syr.edu/>.

The GAC also reviews applications from current graduate students for Department research funding and makes recommendations to the Chair who makes final decisions regarding awarding of Department funds.

v. Analytical Facilities Committee

The Analytical Facilities Committee consists of tenure-track faculty and staff members. This Committee will oversee the shared analytical facilities within the Department. Responsibilities include assessing the needs for purchase of new analytical equipment, upgrades of existing equipment, and maintenance of shared equipment in the Department. The Committee will prepare an estimated budget for the operation, maintenance, and expendable supplies required for major analytical equipment. Examples of equipment that fall under the oversight of this Committee include any analytical equipment used in undergraduate courses including student microscopes, field equipment, electron microprobe, rock saws, etc. The Committee will keep track of inventory for shared Departmental analytical equipment and provide an updated facilities list to the Chair and web master on a bi-annual basis. The Committee will liaise with the University facilities management on power failure contingency plan procedures for the Department's analytical equipment. The Committee will interface with the Environmental Health and Safety Office to facilitate and support general faculty laboratory needs and help to ensure compliance with relevant documentation and safety training. The Analytical Facilities Committee serves as the advisory committee for the Electron Microprobe facility including oversight of the Microprobe Technical Support position which is partially funded by the College of Arts and Sciences.

vi. Information Technology (IT) Committee

The IT Committee is comprised of tenure-track faculty and staff members. This Committee will oversee the shared hardware, software, Internet/Intranet and telecommunications technology facilities within the Department. Responsibilities include assessing the needs for purchase of new hardware and software, upgrades of existing equipment, and maintenance of shared equipment in the Department. Examples of equipment that fall under the oversight of this Committee include hardware in the Geology Computer Lab and any other computers used in undergraduate courses. The Committee will keep track of inventory for shared Departmental computer equipment. The Committee will report to the faculty on a bi-annual basis about hardware and software needs, training opportunities, modifications to the Department webpage, social media usage, etc. The Committee will be responsible for providing an updated list of IT equipment to the web master on a bi-annual basis. The Committee will liaise with The College of Arts & Sciences Computing Services Group on purchases of new computers, maintenance of existing equipment and disposal of obsolete equipment.

vii. Awards Committee

The Awards Committee consists of the Chair and 2 members of the tenure-track faculty. The Committee reviews nominations for the Department's undergraduate and graduate student awards including: Chauncey D. Holmes Awards, Faye M. Merriam Prize, Thomas Cramer Hopkins Awards,

Estwing Awards, and Publication Award. Nominations for these awards are requested, discussed and voted on at a faculty meeting. Some awards are determined at the discretion of the Chair following the stipulations of the endowments for the awards.

The Awards Committee also seeks opportunities for recognition of faculty, students, and staff within the University, Professional Societies and other outside organizations. Solicitations for nominations for various University awards are brought to the attention of the faculty and/or students in a timely manner, and individuals are approached to spearhead nominations when particularly appropriate opportunities become apparent. The Committee compiles and maintains a list of professional society awards and other opportunities for recognition, scans the list annually to identify potential faculty candidates, and coordinates nominations for those awards. The Committee also helps to identify candidates for the Alumni Award and brings them to the attention of the Chair and faculty.

#### viii. Justice, Equity, Diversity, and Inclusion Committee

The Justice, Equity, Diversity, and Inclusion (JEDI) Committee consists of two members of the faculty, the Director of Undergraduate Studies, a member of the staff, and a graduate student appointed by the Geology Graduate Student Organization. The overall mission of this committee is to serve as a forum for recommendations, resources, and action related to issues of Department climate, diversity, inclusion, and equity. The committee will hold monthly meetings during the academic year open to all members of the Department. The role of the committee is to provide resources and education on JEDI-related issues; as part of this, the committee will assist with the scheduling of trainings and opportunities for reflection and learning for faculty, staff, and graduate students. The committee will also interface with several groups within the department to support the intersection of ongoing activities with our JEDI mission (e.g., Graduate Admissions, K.D. Nelson Colloquium), to evaluate policies and procedures within the Department, to collect data related to JEDI within the Department, and to serve as a source of accountability for the Department's commitment to JEDI in total. Broadly, the committee will provide communication between ongoing Diversity, Equity, and Inclusion initiatives at the College and University level, with the Geology Graduate Student Organization, and with groups within the Department.

#### ix. Other Committees

Other committees may be formed to help manage Department interest as needed. Committees will report as requested at regular faculty meetings.

### **IV. Department Functions**

Normally many primary functions of the Department are carried out in person within the Heroy Geology Laboratory. When faculty or staff cannot be present, SU email is the official means of communication. Other online resources may also be available for some interactions, for example virtual meetings. If access to the SU campus or the Heroy Geology Laboratory is restricted, research, teaching, service and administration may be shifted to an online mode. It is the responsibility of those affected to make arrangements to remain engaged and to continue to carry out the normal functions of the Department as possible. The SU Office of Information Technology Services (ITS) provides extensive resources and training for these situations.

#### *a. Faculty Meetings*

General rules: All Parliamentary questions on rules of order not otherwise determined by these Bylaws shall be decided upon in accordance with "Robert's Rules of Order" (10th edition). Parliamentary procedures may be relaxed for more informal parts of meetings or instituted at any

time for more formal proceedings. Regular or restricted faculty meetings may take place in person or virtually by prior arrangement. Instructions for access to all meetings will be provided in advance of meetings.

i. Normal Faculty Meetings

The faculty of the Department of Earth & Environmental Sciences will meet as a general rule at least monthly during the academic year. Additional meetings may be called as necessary. The agenda is prepared by the Chair and is circulated in advance prior to the meeting. Minutes will be normally taken by a staff member at the meeting, passed to the Chair for review and sent to all faculty electronically within three days of the meeting. Minutes may be amended at the following faculty meeting as necessary. The minutes of faculty meetings represent the official record of all discussions, deliberations and decisions of the faculty. All faculty meeting minutes will be archived electronically in a location accessible to faculty members. The results of all decisions and votes are recorded in the minutes and are available to the tenure-track faculty, as well as others, upon request to and approval by the Chair.

ii. Restricted Faculty Meetings

Restricted meetings are those in which appointment, renewal, promotion or tenure of tenure-track faculty are discussed. Only tenure-track faculty members attend such meetings and vote on appointments and only as allowed under the rules of the University.

iii. Voting

Normally, votes of the faculty are taken in person (e.g., at a faculty meeting). In such a case, a binding vote of the faculty consists of a simple majority vote of the eligible voting members present including the Chair, assuming the vote is not in violation of the University or College rules and regulations. A quorum exists if at least 2/3 tenure-track faculty are present. An email vote on a motion can be solicited by the Chair if a quorum does not exist, or if arranged in advance. A binding vote requires a majority of the responding eligible voting faculty. Faculty members who are on temporary administrative or research leaves may vote on all matters coming before the Department.

Votes may be cast by voice, show of hands, written ballot or using online applications depending on the nature of the matter under discussion. Faculty away but in email contact can vote on matters arising in the electronic minutes by communication with the Chair. In the event of a tie vote, the Chair will make a final decision. Faculty members will recuse themselves from discussions and votes concerning spouses or significant others or if other conflicts of interest arise.

Votes at meetings held to make recommendations on appointments, tenure, or promotion are cast in person by faculty members who are present to participate in the discussion prior to the vote. If voting faculty cannot be present, arrangements must be made in advance to participate via electronic media. Absent faculty members are responsible for making these arrangements in advance. Their secret ballots may be cast by hard copy letter, phone/teleconference or email with the Chair.

iv. Graduate Student Representative

A representative of the graduate student population will be invited to normal faculty meetings in order to bring issues of interest to the graduate students to the attention of the faculty, provide a graduate student perspective on faculty discussions and to communicate relevant information to the graduate students on matters arising in the faculty meetings. The graduate student representative will be recused from all discussions related to admissions, funding and evaluations of prospective or current graduate and undergraduate students.

*b. Teaching*

Teaching responsibilities, unless specified in a faculty appointment letter, are determined by the Department Chair. The general expectations are outlined in the Department's *Differential Effort Policy*. All faculty are expected to teach one large-enrollment class each year plus one smaller class, typically associated with the requirements of one of the Department's degree programs. Classes with enrollments of less than 10 students will not fulfill this expectation (unless the class is required for majors) and additional teaching or administrative assignments will be made by the Chair. In addition to this basic teaching expectation, faculty will also contribute substantially to additional departmental, college or university efforts. Teaching may include specialized classes, team-taught classes, independent studies or graduate seminars. Administrative contributions will be considered in terms of their overall effort and effectiveness. The distribution of teaching and other efforts will be approved by the Chair of the Department who will seek to maintain equity of effort among the faculty. For faculty who do not meet Department criteria as "research active", additional teaching responsibilities will be assigned. Conversely, faculty achieving exceptional research performance may have a reduced teaching load.

*c. Advising and Supervision Responsibilities*

i. Undergraduate Program & Advising

All full-time, tenure-track faculty members are expected to contribute to the advising of undergraduate majors, participate in summer advising, and/or lead a First-Year Forum. Faculty members advise EAR students with respect to classes and career planning, in consultation and with the guidance of the DUS.

ii. Graduate Student Research Assistant & Postdoctoral Investigator Supervision

Faculty supervisors are responsible for the funding, degree program progress and professional development of these individuals. With funding from sponsored programs, faculty sponsors must adhere to effort reporting protocols. The long-term academic interests and careers of these individuals should be given priority and they should not be assigned a program of effort that conflicts with these goals.

*d. Major Equipment Management*

i. Principal Investigator Major Equipment & Facilities

Principal investigators who obtain major research equipment via sponsored programs or funds from the University (e.g., start-up funds) take full responsibility for the operation and maintenance of those instruments and laboratories. If required by the University, "Recharge Centers" may be necessary to service these facilities. The Department will not provide support for the maintenance or repair of these facilities.

Principal Investigators are responsible for compliance with all Department, College and University safety regulations including access, training and supervision associated with all areas assigned to them.

ii. Department Equipment & Facilities

The Department maintains various labs, facilities, and instruments that have been acquired over the years through various means. These are commonly widely used but not maintained by a specific member of the faculty. In general, the responsibility for these falls to the Department Chair who may assign oversight to staff as necessary. Department funds may be used to help maintain these facilities. These include both sample preparation and analytical facilities.

iii. Department Vans

The vans owned by the Department are a special case. The Department staff manage their use and maintenance, in coordination with the University's Auto Garage. All drivers must have a valid driver's license and pass the University driving test. Release forms must be signed by all students transported in the vans. The vans are to be used in support of fieldtrips, but arrangements may be made to use the vans if available for other purposes at a cost set by the Department.

*e. Sponsored Programs*

All faculty members who receive support through sponsored programs (federal, state, local, industry, etc.) are ultimately responsible for the administration of those awards and for following all rules associated with their respective funding agencies, Office of Sponsored Programs (OSP) and the Office of Sponsored Accounting. The Department Budget Administrator will facilitate the accounting for each project but faculty members should be sure to meet regularly with the Budget Administrator to track funding. Faculty members are responsible for accurate confirmation of effort reporting as required. Faculty members are responsible for any cost overruns associated with projects for which they are listed as the Principal Investigator.

For all grant applications to be submitted through OSP, Principal Investigators must submit a copy of their proposal with budget and justification and a completed IRR form 2 weeks before any due date to the Chair for review. Materials submitted with less lead time may result in delays. Faculty must make any arrangements for personnel or space requests in advance of submitting these materials.

*f. Safety & Security*

i. Heroy Geology Laboratory

Safety, Security and Access to the Heroy Geology Laboratory is the shared responsibility of all those working in the building. All personnel should be familiar with basic safety and security guidelines and also those specific to laboratories or facilities in which they work. Unauthorized persons should not be permitted access. All emergencies and suspicious behavior should be reported immediately. Along with the Department staff, the Chair will periodically review Safety and Security issues for the building and arrange for any necessary information and training sessions.

ii. Faculty Laboratories and Facilities

Faculty assigned to specific labs and facilities are responsible for access, training and oversight of those areas. They and all persons who have access to these areas must abide by all safety and training guidelines of the University. They are responsible for maintaining accurate and up-to-date emergency contact information for these facilities with the Department Office and posted on laboratory doors.

*g. Online Presence*

The Department website is an important window on to the Department from the outside world. Arrangements for maintaining the website will be assigned to various staff members. Faculty and students may manage their own pages. Web pages will have a uniform design and content down to some appropriate level of information and research as it pertains to the overall view of the Department. Links to personal web pages will be permitted at an appropriate level. Links will be terminated if inappropriate material is posted. All intellectual property rights and copyright laws must be obeyed.

The Department owns a number of social media accounts for the purposes of advertising its activities and engaging with students, friends, alumni, the scientific community and society in general. All communications must abide by the guidelines and best practices of the Department, College of Arts & Sciences and Syracuse University.

**V. Amendments to Bylaws**

Amendments to these Bylaws may be made at any time following a discussion and affirmative majority vote by 2/3 of the eligible members of the faculty of the Department. All votes on amendments will be tabled for a month before a vote.

These Bylaws were amended and revised by an affirmative majority vote by at least 2/3 of the eligible faculty members of the Department of Earth and Environmental Sciences on April 29, 2022 and October 14, 2022.