

Department of English
School of Arts and Sciences
Rutgers University, New Brunswick

Bylaws

I. Membership and Voting

1. The faculty of the English Department are organized in four Units: Literature, Creative Writing, the Writing Program, and the Graduate Faculty. Members of the Department may be members of multiple Units. Each Unit is self-governing with respect to curricular and personnel matters. The Department is administered by a single Chair and directors of each Unit.
2. All tenured or tenure-track faculty whose tenure home is the Department are voting members of the Department. All full-time non-tenure track faculty appointed in Literature (or holding a majority of their appointment in Literature) at the rank of Teaching Instructor or higher and who have served at least one year are likewise voting members of the Department, except on personnel matters. Full-time non-tenure-track faculty appointed exclusively to the Writing Program or Creative Writing are not ordinarily voting members of the Department, but they are voting members of their Units for matters coming before them. Full-time non-tenure-track faculty appointed in multiple Units of the Department are voting members of the Unit to which the majority of their appointment is assigned.
3. Voting members retain their vote while on leave and remain responsible for preparing to deliberate on personnel matters.
4. Voting and nonvoting membership in the Department may be extended to other faculty members if nominated and approved at a Department meeting, subject to approval by the Executive Dean of SAS.

II. The Chair

1. The Department will elect a Chair for a three-year term, renewable by election. In the event of a vacancy, a new election must be held for a full three-year term. Only a tenured voting member of the department is eligible to serve as Chair. No person may serve as Chair for more than two consecutive three-year terms.
2. Ordinarily the Chair serves a full three-year term before taking leave. A Chair re-elected for a second term may take a leave, which will be counted in their term. If the period of absence is one academic year or less, the Chair must designate an Acting Chair. If the period of absence is longer than one academic year, the Department must select an Acting Chair according to the procedure for selecting a Chair.
3. Elections for chair will be conducted as follows:
 - a. Except in the case of a midyear vacancy, the election process must begin by February 15 and conclude by the end of the spring semester.

- b. An Election Committee will be appointed by the Executive Committee, consisting of three Department members; the Chair may not be appointed to this committee.
 - c. Having been constituted, the Elections Committee will announce the election to the Department within one week.
 - d. The Election Committee will circulate lists of all eligible tenured members to those same members so that they may either leave their names on the list or remove themselves from nomination for Chair. Members will have no less than two weeks to remove themselves from nomination. The remaining members constitute the Nominating Ballot.
 - e. The Election Committee will allow no less than two weeks for voting on a Nominating Ballot. Each voting member will vote for no more than one person on the Nominating Ballot.
 - f. Within two weeks of the conclusion of the nominating ballot, the Elections Committee will administer an Electing Ballot consisting of the three members receiving the most nominating votes. Voting members will have no less than two weeks to return the Electing Ballot.
 - g. If a single nominee receives a majority of votes cast, they will be designated to the Executive Dean of SAS as the department's choice for the Chair. If no nominee receives a majority of the votes, the Elections Committee will prepare a second electing ballot listing the two persons with the highest number of votes on the previous electing ballot, and the winner on this second electing ballot will be designated the Department's choice for Chair. All ballots will be secret.
4. The Chair will be responsible for executing the Department's policies and administering its affairs, providing regular consultation with departmental committees and regular communication with Department members. The Chair will be responsible for preparing reports and keeping records, establishing teaching schedules, overseeing the Department's budget, supervising the Department's staff, acting as a liaison between the Department and the Dean of the Humanities and the Executive Dean of SAS, representing the Department on University bodies, and all other functions assigned to Chairs by University Regulations. The Chair, in consultation with the EC and in accordance with departmental policy, will appoint all departmental committee members not designated by these bylaws as elected members, and will endeavor to ensure committees represent the diversity of the department, in terms of (inter alia) sex, race, rank, and specialization.
 5. The chair may appoint no more than two Department members as Associate Chairs. Associate Chairs assist the Chair in executing the Department's policies and administering its affairs. The responsibilities of an Associate Chair may include managing personnel and recruiting matters, overseeing departmental elections, putting together nomination packets for awards, and developing short and long-term plans for increasing departmental resources and improving their use.

III. Meetings

1. Department meetings will be called by the Chair at least once a semester, ordinarily upon two weeks' notice. Meetings also may be called upon petition of any ten voting members.

Meetings will be conducted in accordance with general parliamentary procedure, and the Chair will be responsible for taking and circulating minutes and for circulating a written agenda prior to the meeting. During a meeting, the agenda may be amended by ordinary procedure.

2. A quorum consists of a simple majority of voting members of the Department not on leave during the semester in which the meeting is held. Issues of Department policy and procedure that are to be voted on will be decided by simple majority vote of those present, provided that the requirement of a quorum is met. Any question may also be decided by secure electronic ballot of voting members; a motion to put a question to electronic ballot will carry with the support of a third of voting members present.
3. The Chair, in consultation with the EC, may decide to hold department meetings by videoconference, within the limits set by university policy. Meetings concerning personnel matters must be held in person. Meetings called by member petition may be designated as in-person by the petitioning members.
4. At least once per academic year, the Chair will convene a General Meeting of the faculty of all the constituent Units. The General Meeting must be announced at least two weeks in advance. This meeting will advise the Chair on matters relevant to all units of the department.

IV. Department Program Directors

1. The responsibilities of the Department Chair are to be carried out with the assistance of four Program Directors: the Director of Undergraduate Studies (DUS), the Director of Graduate Studies (DGS), the Director of the Writing Program (DWP), and the Director of Creative Writing (DCW). Each Director must be a tenured member of the Department. Directors are nominated by the Chair and approved by the EC for three-year, renewable terms. No person may serve as a Director for more than two consecutive three-year terms. Periodically the Chair may hold Cabinet Meetings with these Directors, together with any other Department members the Chair may designate to facilitate clear communications and smooth operations between the Chair and the Units of the Department.
2. The Chair appoints two Directors of English Honors. The Director of Honors with responsibility for Honors in literature is appointed in consultation with the DUS; the Director with responsibility for Honors in Creative Writing is appointed in consultation with the DCW. Any full-time faculty member in any unit of the Department may serve as an Honors Director.

V. The Undergraduate Program in Literature

1. The DUS leads the undergraduate program in Literature and is responsible for coordinating all undergraduate studies in English in accordance with the policies of the Department. The DUS's primary responsibility will be to ensure the health and vitality of the undergraduate curriculum, which requires monitoring enrollments, reporting on program needs, seeking resources to support initiatives, and overseeing course scheduling to ensure that the Department meets its commitment to provide a full and diverse undergraduate curriculum for students of the School of Arts and Sciences and to provide such offerings at suitable times and places.

2. The DUS will advise the Chair on faculty assignment and course scheduling for undergraduate courses in New Brunswick, enforcing Departmental policies to ensure faculty obligations to the undergraduate curriculum are met while recognizing faculty members' research and service obligations. In the absence of a collective bargaining agreement on course scheduling, the DUS, in consultation with the Chair and the EC, is responsible for establishing criteria and procedures for protecting instructors' time for professional or family obligations.
3. The DUS is responsible for reviewing course and teaching evaluations, for overseeing student advising, and for working with junior faculty to arrange for at least one class visit annually prior to tenure. The DUS works with the DGS and the Graduate office to assign graduate Teaching Assistants to undergraduate courses and to organize mentoring for TAs.
4. The DUS, in consultation with the Chair, may appoint an Associate Director of Undergraduate Studies to assist with the administration of the undergraduate program.
5. The DUS works with the DGS to oversee the training of Teaching Assistants working in the Undergraduate Program in Literature and to develop mentoring programs that provide ongoing pedagogical support to beginning teachers.
6. The DUS oversees the scheduling and staffing of all Undergraduate Literature Summer Session courses. The DUS will have primary responsibility for training, mentoring, and evaluating graduate students teaching in the Summer Session.
7. The DUS is primarily responsible for hearing and resolving student complaints concerning any undergraduate course in literature offered in the Fall, Spring, or Summer sessions.
8. The DUS is responsible for scheduling and pursuing all outreach efforts to high schools and to Advanced Placement teachers.
9. The Undergraduate Curriculum Committee (UCC).
 - a. The UCC oversees requirements for the English major and minors in English literature. The UCC also recommends courses, curricula, and programs for undergraduate work in literature. The committee provides an ongoing forum for the discussion of pedagogical issues and problems, including assessment. The DUS appoints members of the UCC in consultation with the Chair, who is a member *ex officio* (with vote) of the committee.
 - b. The DUS chairs the UCC and is responsible for calling its meetings, for taking and circulating minutes, and for circulating a written agenda prior to them.
 - c. In considering proposals for courses, the UCC will ensure that these proposals specify stop points (maximum sizes) and minimum enrollment standards that are pedagogically appropriate to the subject matter.

VI. The Graduate Program

1. The Graduate Program is led by the DGS and governed by the English Graduate Faculty, under the bylaws of the Graduate Program in Literatures in English.

VII. The Writing Program

1. The Writing Program is led by a Director (DWP) and an Executive Director (EDWP).
 - a. The DWP is responsible for Writing Program policy and relations between the WP and the Department and the WP and the University.
 - b. The EDWP is responsible for Program operations and must be a member of the WP faculty.
2. The DWP is responsible for ensuring the health and vitality of the Writing Program. The DWP ensures that course content and delivery align with departmental and university standards for critical reading and writing skills, while collaborating with the faculty to create opportunities for pedagogical development within the writing curriculum. The DWP develops strategic initiatives, generates institutional reports, and secures program resources from both the Department and the University. The DWP will serve as a member ex officio of WP standing committees.
3. The EDWP is responsible for carrying out the operational and administrative functions necessary to execute the Writing Program's mission, including budget management, resource allocation, facilities planning, assessment, institutional compliance, enrollment planning, course scheduling, and writing support services. The EDWP chairs and oversees elections and appointments to the WP standing committees, including the WP Curriculum Committee and Personnel Committee(s). The EDWP has primary responsibility for hearing and resolving student complaints for any WP course. The EDWP is responsible for the WP's efforts at outreach to high schools and Advanced Placement teachers.
4. In matters relating to the employment of graduate students in Writing Program courses, the EDWP and DWP work together with the DGS to oversee the training of Teaching Assistants working in the Writing Program and to develop mentoring programs that provide ongoing pedagogical support to beginning teaching. The EDWP has primary responsibility for training, mentoring, and evaluating Summer Session graduate instructors.
5. The DWP and EDWP, in consultation with the chair, appoint Associate Directors and Assistant Directors with responsibility for specific aspects of the Writing Program.
6. The Writing Program will establish bylaws in conformity with these bylaws, the bylaws of SAS, and University Policy, including provisions for:
 - a. convening and conducting regular meetings of WP faculty not less than once a semester, for circulating an agenda for those meetings, and for taking and circulating minutes of those meetings;
 - b. the election of a WP Curriculum Committee to deliberate on curricular matters;
 - c. the election of a Personnel Committee (or Committees) to make recommendations concerning evaluation, reappointment, and promotion of WP faculty;
 - d. a process for distributing Professional Development funds available to WP faculty;
 - e. oversight over tutoring programs in Writing.

VIII. Creative Writing

1. The DCW oversees creative writing courses and faculty. In consultation with the Chair and the DUS, the DCW is responsible for the administration of the Creative Writing Program, including program requirements, funding streams, supervision of curriculum and instruction, and the reappointment and promotion of faculty appointed in CW exclusively.
2. The DCW is primarily responsible for hearing and resolving student complaints concerning any undergraduate course in creative writing offered in the Fall, Spring, or Summer sessions.
3. Writers House (WH) is an undergraduate learning community whose goal is to provide students with a space for creative thought and expression across a range of genres and via a range of media. WH may be overseen by the DCW, or the Chair may appoint a Director of Writers House, in consultation with the EC. This Director, or the DCW if no person is appointed to that role, is responsible for the management of this space, including the maintenance, repair, and renovation of the rooms and its technical equipment, as well as for fundraising that pertains to this space.
4. The Writers at Rutgers reading series fosters an exchange between well-known writers of diverse backgrounds and the Rutgers students, faculty, and general public. The series may be overseen by the DCW, or the Chair may appoint a Department member as director of the series, in consultation with the EC.

IX. The Center for Cultural Analysis

1. The Center for Cultural Analysis (CCA) has the dual goal of producing original research and promoting interdisciplinary scholarship on culture throughout the University. The Center is governed by a Director and an Executive Board, under the bylaws of the Center for Cultural Analysis.

X. The Plangere Writing Center and Culture Lab

1. The Plangere Writing Center and Culture Lab is devoted to student exploration of the complex landscape of modern communication. It is overseen by an Executive Director (EDP), who is appointed by the Chair in consultation with the DWP and EC. The EDP reports to the Chair and works in concert with the DWP to fulfill the mission of the Center, which currently occupies all of the Third Floor of Murray Hall, save Room 301. The EDP is responsible for the management of this space and the programming that occurs there.

XI. Standing Committees

1. The Executive Committee (EC).
 - a. The EC initiates departmental policy, recommends any major policy changes to the Department, advises the Chair on implementation of policy, and in general represents the interests of Department members in the governance of the Department.
 - b. The EC will meet frequently, upon the call of the Chair, or of any three of its members, to discuss any matters affecting the Department. The Chair is responsible for circulating to committee members a written agenda prior to each meeting of the committee, and for ensuring that minutes of the meeting are taken and circulated to Department members after each meeting.

- c. The Department Chair is chair of the EC and member ex officio. In the event of a tied vote of the EC, the Chair will cast a tie-breaking vote.
 - d. The EC has elected and appointed members. Elected members are drawn from the voting members of the department. The number of elected members is one more than the integer part of the number of voting Department members divided by ten. Appointed members may be voting members of any Unit. The number of appointed members is one less than the number of elected members or four, whichever is greater. At least one EC member must be a member of the WP other than the DWP, and at least one EC member must be a member of CW other than the DCW. EC members serve staggered two-year terms. The Chair will strive to ensure that appointments to the EC represent the diversity of the Department in terms of (inter alia) sex, race, rank, and specialization. No new appointments may be made until the new elected members are known. In addition, unless they are elected or appointed to regular committee membership, Directors of the Units are non-voting members of the EC. The Chair may invite other Department faculty to join meetings of the EC with the privilege of voice alone, subject to approval by a majority vote of the EC.
 - e. The procedure for election to EC is as follows:
 - i. The Chair will circulate a list of all eligible faculty to the Department, and any member may request to remove their name from consideration. The remaining names constitute the EC ballot. Department members will rank all nominees.
 - ii. The winners of the EC election will be decided by Scottish Single Transferable Vote, following the procedures for counting and apportioning votes described in [Scottish Local Government Elections Order 2007](#). Alternates for the committee will follow the rank ordering of the results.
 - f. The EC will administer the process for electing Department members to named chairs such as the Marius Bewley Chair. Nominations are solicited from the department and a candidate is chosen by vote of the EC. Members of the EC nominated for the chair do not participate in discussion and voting.
2. The Personnel Committee (PC).
- a. The Personnel Committee is an elected body which aids the Department in the preparation of cases related to promotion. It is not the equivalent of the Reading Committee described in University Guidelines. The PC is convened by the Department Chair for all tenure-track promotions and reappointments, with the exception of promotions to the rank of Distinguished Professor.
 - b. The PC consists of the Department Chair (ex officio) and six elected members, all of whom will be tenured members of the Department and at least three of whom will be at the rank of Professor or above. Committee members will serve staggered two-year terms.
 - c. The procedure for nomination and election to the PC will follow that outlined for the Executive committee in section (1e) above. Once a ranking of PC candidates has been established, the membership of the PC includes, first, the three candidates at the rank of

Professor or above whose ballot ranking is highest, together with the three other candidates with the highest ballot rankings. Alternates for the committee will follow the ballot rank ordering.

3. The Undergraduate Curriculum Committee is described under Article V.
4. The Committee on Bias Prevention and Awareness (CBAP).
 - a. The Committee for Bias Awareness and Prevention (CBAP) exists to support and encourage a positive professional and social climate among English faculty, staff, and students free from hate, prejudice, and intimidation.
 - b. CBAP serves the department in its capacity as advisory body to the Chair and the EC. It directs efforts to address and remedy systemic and cultural inequalities, bias, and discrimination on the basis of gender, race, class, sexuality, and ability. CBAP is responsible for educating and advocating for an ethical and non-discriminatory environment within the department.
 - c. The members of CBAP, appointed for two-year terms, consist of no more than six and no less than four voting Department members appointed by the Chair, two graduate student representatives elected by the Graduate English Student Association, one Department staff representative elected by the Department staff, and up to two non-tenure-track English faculty appointed by the Chair.
 - d. CBAP meets regularly, at least once per semester. At its first meeting of the academic year, it elects a chair for the year. The chair of CBAP will report annually on the activities of the committee in a Department meeting. CBAP's activities may include facilitating Department-wide discussions, regularly studying Department conditions and reporting its findings to the chair, and providing information relevant to preventing bias and discrimination to individual faculty, students, and staff in any Unit of English.
5. Mentoring committees. Individual mentoring committees are appointed by the Chair for each Assistant and Associate Professor. The department will establish policies specifying the duties of mentoring committees.
6. Graduate Program Committees. The formation and operation of the committees of the Graduate Program, including the Graduate Executive Committee, the Student Review Committee, and the Graduate Admissions Committee, are governed by the Bylaws of the Graduate Program.
7. Additional standing committees may be established by ordinary motions in Department meetings. The Chair may establish ad hoc committees to respond to particular needs or initiatives with the consent of the EC. Faculty may also establish ad hoc committees by request to the chair and approval of the EC.

XII. New Appointments

1. Recruitment for tenure-track, tenured, and non-tenure-track positions in Literature, CW, and the WP, will be conducted according to priorities proposed by the EC and approved by the Department.

2. Tenure-track and tenured positions.
 - a. The Chair will appoint a Search Committee chair in consultation with the EC.
 - b. After consultation with the EC, the Chair and the Search Committee Chair will frame a job announcement and appoint members of the Search Committee.
 - c. The Search Committee will screen applications and application materials and select candidates to be interviewed for the position. Appointment packets, including letters of reference, will be made available upon receipt for reading and evaluation by interested Department faculty, who are encouraged to inform the Search Committee of their views and recommendations.
 - d. All members of the Search Committee will participate in the interview process. With the Department Chair, these members will select at least two candidates to be invited for on-campus visits.
 - e. The Search Committee will request these candidates submit a representative sample of their critical and scholarly writing which will be made available to all members of the Department. Department members will be encouraged to read this and other available writings by the candidates, and to attend talks by the candidates as well as other related gatherings.
 - f. Once the on-campus visits have been concluded, first the Search Committee and then the Department as a whole will meet to discuss the candidates. Should the Search Committee be unanimous in its assessment, the departmental discussion will begin with a summation of the Committee's discussion and its recommendation. Should the Committee be divided in its assessment, the departmental discussion will begin with a summation of the Committee's discussion and no recommendation. After the opening discussion of the candidates by members of the Search Committee, the floor will be open for general remarks. At the end of discussion there will be a motion regarding the ranking of the candidates. The Department vote on this motion is the Advisory Ballot.
 - g. Unless this Advisory Ballot is approved unanimously, the Chair will hold a secret Binding Ballot. Only members of the Department at or above the rank at which the appointment is contemplated may participate in this Binding Ballot. Voters will select their choice of top-ranked candidate on the first Binding Ballot. If no candidate wins a majority of the votes, a run-off ballot will be conducted between the two candidates with the most votes. If necessary, a similar sequence of ballots will be used to determine second- and third-choice candidates. The Department's narrative, which will be included in the appointment packet, will reflect the discussion of the faculty present at this meeting. The result of the secret vote is recorded in that narrative.
3. Partner hires.
 - a. The quality of a partner hire must accord with what Department faculty would require in designating a list of finalists from a national survey of the field at the given rank. The Department will establish a policy concerning partner hires at varying tenure-tracked and NTT ranks.

4. Accelerated Recruitment of Individual Faculty (ARIF) appointments (formerly known as Target of Opportunity appointments).
 - a. The quality of an ARIF candidacy must accord with what Department faculty would require in designating a list of finalists from a national survey of the field at the given rank.
 - b. On the advice of any faculty member, or on their own initiative, the Chair will raise the potential candidacy for an ARIF appointment with those faculty at all ranks deemed knowledgeable in the candidate's field(s). In making this inquiry, the Chair will explain the circumstances that justify it: besides excellence, for example, a known hiring advantage and/or an issue of retention.
 - c. If the response to this initial inquiry is favorable, the Chair will conduct two polls, reporting to each constituency the results of the initial inquiry and, where relevant, any justifying circumstances: an advisory poll of all voting members of the Department and a binding poll of those faculty currently at, or higher than, the rank at which appointment is contemplated. The purpose of these polls is neither to predict a final vote outcome nor to seek a preliminary commitment to that outcome, but to discover how many faculty are willing to proceed with this candidacy, for which a two-thirds binding vote will be the minimum needed.
 - d. If the binding poll is favorable, the Chair will contact the Executive Dean of SAS, explain the circumstances, and ask whether an ARIF line is available. If time is of the essence, the Chair may speak with the Dean at the same time that the polls are being conducted. If the polls are not favorable or if SAS funding for the position is unavailable, the Chair will report to the polled constituencies that the candidacy has been terminated or tabled.
 - e. If the above procedures indicate that the candidacy should be pursued, the Chair will call a meeting of the Department for full discussion of the candidacy. An Advisory Ballot and a secret Binding Ballot will then be conducted according to the procedures for ordinary searches above. The Department's narrative, which will be included in the appointment packet, will reflect the discussion of the faculty present at this meeting. The result of the Binding Ballot will be the one recorded in that narrative.
5. Non-tenure-track (NTT) appointments in Literature.
 - a. NTT appointments in Literature will be proposed by the Chair for approval by the EC.
6. NTT appointments in Creative Writing.
 - a. The Creative Writing program will establish procedures for forming a hiring committee for full-time NTT appointments, including the Chair and the DWP as members.
 - b. Acting on the recommendation of this committee, the DCW and the Chair will propose appointments to the Executive Dean of SAS.
7. NTT appointments in the Writing Program.

- a. The WP will establish procedures for forming a hiring committee for full-time NTT appointments, including the DWP, the EDWP, an Associate Director, and elected WP faculty.
- b. Acting on the recommendation of this committee, the DWP and EDWP will propose appointments to the Executive Dean of SAS.

XIII. Reappointments and Promotions

1. The work of the PC, and the report it prepares, must be based on evidence relevant to personnel decisions according to guidelines set forth in the current Rutgers University “Academic Reappointment/Promotion Instructions” and other applicable University Policy.
2. The following procedures apply to the reappointment of Assistant Professors to a second three-year term:
 - a. The PC will prepare a report on the candidate’s teaching and service and will make this report available to tenured faculty in advance of the Department meeting. The report on teaching and service will be made available to the candidate before it is discussed at the Department meeting.
 - b. For each case, the PC will add to its membership two tenured faculty of rank appropriate to the case who have expert knowledge of the candidate’s field of scholarly specialization who will prepare reports to be delivered to the PC and made available to the Department. These reporters on scholarship will be appointed by the Chair of the Department in consultation with the PC. Their reports will not make a recommendation on reappointment.
 - c. The tenured faculty will read all materials provided as part of the third-year packet. Only tenured voting members participate in the vote on reappointment. The binding vote on reappointment will be secret. Votes will be reported by the Chair to the Executive Dean of SAS.
3. The following procedures apply to promotion to the rank of Associate Professor with tenure:
 - a. Identical with 2(a) immediately above.
 - b. Identical with 2(b) immediately above.
 - c. Reports drawing on confidential letters will be treated as themselves confidential, and will not be circulated electronically. These reports will not make a recommendation on reappointment or promotion.
 - d. The tenured faculty will read all materials provided as part of the promotion packet. Only tenured voting members of the Department may vote on each promotion case. Binding votes on promotions will be secret. A recommendation for promotion and tenure requires a vote of two-thirds of those present. Votes will be reported by the Chair to the Executive Dean of SAS.

4. Promotion to the rank of Professor will follow the procedures for promotion to the rank of Associate Professor with tenure described in (3) above, except that only voting members at the rank of Professor or above may participate in the vote on promotion.
5. Promotion to the rank of Distinguished Professor will be considered by a special committee appointed by the Chair and consisting of all Department faculty holding the rank of Distinguished Professor. If these number less than six, the Chair will appoint additional Distinguished Professors from other departments to reach a minimum committee membership of six. The Chair will serve as ex-officio member of the committee (without vote), unless the Chair is a Distinguished Professor. Rather than reporting its findings to a larger faculty body in the Department, members of this special committee will read promotion packets, deliberate, and vote on each case. In all other respects, procedures for promotion to the rank of Distinguished Professor will conform to the procedures for promotion to Professor described in (4) above.

XIV. Adoption and Amendment

1. Amendments to these bylaws will be considered at a regular or special meeting of the Department, provided that they have been circulated at least two weeks in advance of the meeting and providing that the amendments have been approved by majority vote of the EC or by petition of ten or more voting members of the Department. If approved by a majority of the voting members present, the proposed amendments will be submitted to Department members for secure electronic ballot. A two-thirds majority of those voting is required to amend these bylaws.
2. These bylaws must be consistent with University Policy and the bylaws of SAS, which prevail in the event of conflict. Amendments must be submitted to the Executive Dean of SAS within thirty days of their approval by the Department.

Approved by department meeting, April 30, 2025