

Department of Philosophy  
Georgia State University  
BYLAWS

Approved by the Dean and the Department April 21, 2015

These bylaws constitute the rules for the governance of the faculty of the Department of Philosophy (“Department”) of Georgia State University (“University”). They are subservient to the Bylaws of the College of Arts and Sciences (“Bylaws”) and the Statutes of Georgia State University (“Statutes”).

#### Article I Membership and Duties of the Department

The faculty and duties of the Department are defined in the Statutes.

#### Article II Meetings

Departmental meetings will take place as specified in the Statutes. The Chair of the Department (“Chair”) will be the presiding officer. Minutes will be maintained and distributed to the faculty.

#### Article III Positions

##### Section 1 Chair

The appointment and duties of the Department Chair are defined in the Statutes.

##### Section 2 Director of Undergraduate Studies

###### Paragraph 1 Appointment

The Director of Undergraduate Studies is appointed by the Dean of the College of Arts and Sciences (“Dean”), after consulting with the Chair. The Director of Undergraduate Studies serves at the pleasure of the Dean.

###### Paragraph 2 Duties

The Director of Undergraduate Studies will perform the following duties:

- A. Oversee the advisement of undergraduate students.
- B. Coordinate discussions of the undergraduate curriculum.
- C. Serve on and chair the Department’s Undergraduate Committee.
- D. Serve on the Undergraduate Council of the College of Arts and Sciences (“College”).

##### Section 3 Director of Graduate Studies

###### Paragraph 1 Appointment

The Director of Graduate Studies is appointed by the Dean, after consulting with the Chair. The Director of Graduate Studies serves at the pleasure of the Dean.

###### Paragraph 2 Duties

The Director of Graduate Studies will perform the following duties:

- A. Oversee the advisement of graduate students.
- B. Coordinate discussions of the graduate curriculum.
- C. Coordinate the process for reviewing applicants to the graduate program.

- D. After consultation with the Coordinator of Graduate Teaching and subject to the approval of the Chair, determine the teaching assignments and stipends of the graduate students.
- E. Make recommendations to the Chair concerning the budgets from which graduate students receive stipends.
- F. Coordinate the M.A. non-thesis option and the process of the submission of theses by students on the M.A. thesis option.
- G. Serve on and chair the Department's Graduate Committee.
- H. Serve on the Graduate Council of the College

#### Section 4 Coordinator of Graduate Teaching

##### Paragraph 1 Appointment

The Coordinator of Graduate Teaching is appointed by the Chair, after consulting with the Executive Committee. The Coordinator of Graduate Teaching serves at the pleasure of the Chair.

##### Paragraph 2 Duties

The Coordinator of Graduate Teaching will perform the following duties:

- A. Supervise the preparation of graduate students to teach.
- B. Supervise the teaching activities of graduate students.
- C. Make recommendations to the Director of Graduate Studies regarding the teaching assignments of graduate students.

#### Section 5 Other Positions

Consistent with the Bylaws and the Statutes, the Chair and the Department may create other positions as needed. Appointment to these positions is by the Chair (if the Chair creates the position) or by election (if the Department creates the position).

#### Article VII Committees

##### Section 1 Attendance

All meetings of standing committees, except the Promotion and Tenure Committees, will be open to all departmental faculty. Faculty not on a committee may not vote.

##### Section 2 Ad Hoc Committees

An ad hoc committee will be formed at the request of the Chair or any three faculty members.

##### Section 3 Elections

Members of standing committees are elected each year at the first departmental meeting of each fall semester.

##### Section 3 Executive Committee

The membership and duties of the Executive Committee are specified in the Bylaws.

#### Section 4 Undergraduate Committee

##### Paragraph 1 Membership

This committee will consist of at least three faculty members and the Director of Undergraduate Studies, who will chair.

##### Paragraph 2 Duties

The Undergraduate Committee will consider and make recommendations to the Department regarding the undergraduate program.

#### Section 5 Graduate Committee

##### Paragraph 1 Membership

This committee will consist of at least three faculty members and the Director of Graduate Studies, who will chair.

##### Paragraph 2 Duties

The Graduate Committee will consider and make recommendations to the Department regarding the graduate program.

#### Section 6 Promotion and Tenure Committees

The appointment and duties of the Department's promotion and tenure committees are determined by the Bylaws, the Statutes, and the University, College, and Departmental Promotion and Tenure Manuals.

#### Section 7 Other Committees

Consistent with the Bylaws and the Statutes, the Chair and the Department may create other committees as needed. The membership of other committees is by election of the Department or appointment of the Chair.

#### Article VIII Graduate Faculty

The Graduate Faculty will consist of those members of the departmental faculty who qualify for Graduate Faculty status as defined by the College policy.

#### Article IX Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order Revised will govern this department in all cases to which they are applicable, and in which they are not inconsistent with these bylaws, the College bylaws, the Statutes, and the policies adopted by the Department.

#### Article X Adoption and Amendments to the Bylaws

These bylaws will become effective upon approval of a two-thirds vote of the faculty of the Department and the concurrence of the Dean. These bylaws may be amended by a two-thirds vote of the faculty of the Department and the concurrence of the Dean. Amendments must be discussed at a physical meeting of the Department and written notice of the proposed changes must be given to the faculty five days in advance of this meeting.