

**DEPARTMENT OF GEOLOGY
SOUTHERN ILLINOIS UNIVERSITY AT CARBONDALE**

OPERATING PAPER

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ARTICLE I
Definition of the Department of Geology

The Department of Geology is an academic unit in the College of Science of Southern Illinois University Carbondale, organized for instruction, research and service activities in Geology and related fields.

ARTICLE II
Mission and Objectives

The basic objective of the department is the acquisition and dissemination of knowledge of the theoretical and practical aspects of Geology. This shall be accomplished through the following specific objectives:

1. To recruit and to support an outstanding Faculty.
2. To promote excellence in instruction, basic and applied research and service worthy of regional, national, and international recognition.
3. To maintain a quality program of courses and curricula.
4. To provide an atmosphere which stimulates student participation, both undergraduate and graduate, in professional and other aspects of Geology.
5. To encourage the integration of geological knowledge with that of other disciplines through cooperation with other departments and agencies.
6. To enhance the total educational atmosphere through avenues such as public lectures, consultations and cooperative efforts in the non-university community.

ARTICLE III
Faculty

Section 1. Composition of the Faculty

The Faculty of the Department of Geology shall consist of all tenured and tenure-track, full-time Faculty members in Geology.

Section 2. Composition of the voting Faculty

- a. The voting Faculty of the department shall consist of all Faculty as defined above.
- b. On departmental matters the voting Faculty may, by a majority vote, extend voting privileges to other individuals holding academic rank for specific periods.

Section 3. Faculty Appointments

a. Academic Qualifications of New Faculty.

- 1) A new Faculty member hired at the level of Lecturer must possess an earned doctoral or Master's degree.
- 2) A new Faculty member hired at the level of Assistant Professor must possess an earned doctoral degree.
- 3) A new Faculty member hired at the level of Associate Professor or Professor must possess an earned doctoral degree and must have qualifications equivalent to those required to secure promotion to Associate Professor or Professor in the Department of Geology.

b. Selection of New Faculty Members.

- 1) Established University guidelines will be followed in the hiring of new Faculty members.
- 2) The person to fill a vacant Faculty position shall be nominated by the department's Faculty and approved by the department Chair.
- 3) Recommendations for Faculty appointments shall be made by a search committee composed of three or more Faculty members.
- 4) The specialties of positions to be filled shall be established by a favorable vote of a majority of the Faculty.
- 5) The search committee shall consist of volunteers. If the number of volunteers is insufficient, the department Chair shall appoint members as needed. The search committee shall elect its own chairperson. The elected search committee chair must accept and carry out all administrative duties and responsibilities as required for the duration of the search. If the elected chair does not carry out the necessary administrative duties and responsibilities, then the committee can vote, by simple majority, to replace the chair.
- 6) The committee shall arrange for the Faculty to interview three applicants whenever practical.
- 7) A majority of the Faculty must vote approval of the candidate.

c. Joint appointments with other departments.

A Faculty member of another department, or being appointed by another department, may be invited to become a joint member of the Department of Geology by the same procedure as described in Article III, Section 3., b., 7.

Section 4. Faculty Responsibilities

- a. To fulfill the objectives of the department by contributing, according to individual capabilities and responsibilities, in teaching, research, and service as described in each Faculty member's annual assignment.
- b. To contribute to the department's prestige and public image.
- c. To exhibit the highest level of professional ethics.
- d. To accept extra-departmental commitments which might materially interfere with his/her performance of contractual obligations to the Department or University only after administrative approval.
- e. To keep the Chair informed of professional activities and achievements annually.
- f. To provide the Chair an updated curriculum vita annually by a date specified by the Chair.

Section 5. Faculty Promotion and Tenure

- a. Procedures for promotion and tenure of Faculty members of the department are governed by existing University policies and the Faculty Association contract. The standards for teaching, research, and service are stated in the College of Science operating paper.
- b. The following additional departmental guidelines should be observed:
 - 1) Research productivity, teaching quality and service standards for promotion and tenure should be similar to those at comparable earth science departments at other Doctoral degree granting universities.
 - 2) For purposes of promotion and tenure, the following are examples of research activities that will be considered, more or less in decreasing order of importance.
 - i. Peer reviewed publications, e.g., papers published in major research journals, monographs and symposium volumes.
 - ii. The receipt of externally-funded, peer-reviewed research grants.
 - iii. Activities that foster external recognition of research, e.g., organization of research conferences, holding professional offices and receipt of professional honors.
 - iv. Activities that stimulate research, e.g., organization of seminars, receipt of internal research funding, and receipt of funding for contractual research.

Section 6. Merit Criteria and Process for Awarding Merit Raises

It will be the purpose of the reward system to not only recognize meritorious work done by Faculty, but also promote excellence in these activities, with the Chair being charged with the responsibility of fairly administering the reward system towards these ends.

a. The Evaluation Process.

At the appropriate time, the Chair will evaluate the record of assigned duties, the *curriculum vitae*, the annual activities report and any supporting documentation for each faculty member in the department. The accomplishments during the previous calendar year as well as the pattern of activity during the previous two calendar years (if available) will also be considered. The Chair will evaluate the accomplishment of each faculty member in the areas of research, teaching, service and overall value to the department. Upon request, the Chair will meet with individual faculty members to discuss the results of the evaluation. A faculty member who disagrees with the Chair's evaluation may send the chair a statement of dissent. The Chair will prepare merit salary recommendations in accordance with the results of the evaluations.

b. The Evaluation of Teaching.

- 1) Every Faculty member is expected to teach effectively. Documentation of teaching activities in the annual report and letters from colleagues who have observed the faculty member's performance in the classroom will be used in the evaluation process. Student comments are another important indication of teaching performance. Every faculty member will submit student evaluation results for all formal classes taught each semester. In interpreting these data, due allowance will be made for normal class-to-class fluctuations. Only clear and consistent trends will be used as measures of teaching effectiveness.
- 2) On occasion, the Chair may choose to submit documentation of negative character to be used in the evaluation process. If the teaching performance of a faculty member results in a pattern of complaints by students, by faculty peers or by advisors, if a faculty member habitually fails to adhere to course syllabi, or if there is an unusual pattern of heavy student withdrawals from a faculty member's assigned classes, the Chair will schedule a meeting with the faculty member in question to discuss these problems. If remediation has not occurred after a reasonable period of time, the Chair may choose to document the problem as part of the annual merit salary adjustment evaluation.

c. The Evaluation of Research.

- 1) A Faculty member who holds a continuing appointment is normally expected to engage in original research and to communicate formally one's own work to professional peers. Such efforts normally result in research papers published in reputable peer-reviewed journals that have regional, national and/or international

circulation. For purposes of evaluation, the following are examples of activities that will be considered, more or less in decreasing order of importance.

- i. Peer-reviewed publications, e. g., papers published in major research journals, monographs and symposium volumes.
 - ii. The receipt of externally-funded, peer- reviewed research grants.
 - iii. Activities that foster external recognition of research, e.g., organization of research conferences, holding professional offices and receipt of professional honors.
 - iv. Activities that stimulate research, e.g., organization of seminars, receipt of internal research funding, and receipt of funding for contractual research.
- d. The Evaluation of Service.

If a Faculty member performs exceptional internal or external professional service, a statement of these accomplishments should be submitted for consideration with the annual report.

ARTICLE IV

Graduate Students

Section 1. Importance to the Department

Graduate students are vital to the success of the department and may be assigned as teaching and/or research assistants.

Section 2. Graduate student responsibility

- a. To make reasonable progress toward completion of degree requirements.
- b. To support the objectives of the department.
- c. To contribute according to individual capabilities and responsibilities in the areas of teaching, research, and/or service.
- d. To contribute to the department's prestige and public image.
- e. To exhibit the highest level of professional ethics.
- f. To accept extra-departmental assignments which might materially interfere with the performance of contractual obligations to the department or university only with the concurrence of the student's faculty advisor and the department Chair.

- g. To keep the Chair informed of professional activities and achievements in a timely manner.

ARTICLE V Staff

Section 1. Employment

To support departmental operations and to assist the Faculty and the Chair, necessary staff shall be employed.

Section 2. Duties

The duties of the staff are to meet the specifications of their positions and to help fulfill the objectives of the department.

ARTICLE VI Department Organization

Section 1. Department Chair

- a. The Chair shall be nominated by the Faculty of the Department of Geology.
 - 1) The process of selection of the department Chair will conform to established University guidelines.
 - 2) The Faculty shall nominate one or more tenured Faculty members or external candidates for the office of department Chair.
 - 3) A two-thirds vote of the Faculty is required to elect the candidate to be recommended to the Dean.
 - 4) The department Chair shall serve for a period not to exceed four calendar years and shall not hold consecutive terms.
 - 5) Procedures specified in the College of Science Operating Paper concerning Faculty participation in the periodic review of the department Chair shall be followed.
 - 6) Following a two-thirds vote, the Faculty may petition the Dean for a formal evaluation of the performance of the department Chair at any time.
- b. The Chair shall preside at faculty meetings and shall have a vote. In the absence of the Chair, (in the following order of preference) the Assistant Chair or a Faculty member appointed by the department Chair or a voting Faculty member selected by the voting members present shall preside over the meeting.

- c. The Chair shall be responsible for administering academic, personnel, and financial needs of the department after considering the recommendations of appropriate departmental committees and/or personnel. The Chair shall
- 1) make an annual evaluation of Faculty, graduate assistants, and staff for purposes of salary adjustments and re-appointment;
 - 2) ensure the continuing appraisal of the department's objectives, policies, academic activity and operations;
 - 3) promote productive and harmonious professional relationships within the department;
 - 4) facilitate inter-departmental liaison;
 - 5) exercise democratic leadership through discussion by and with the Faculty in regularly scheduled meetings;
 - 6) keep the Faculty informed of pertinent policies and events, both outside and within the department;
 - 7) establish and maintain a rapport with the University administration, the department's Faculty, and its students that promotes understanding, collaboration, respect, and accomplishment;
 - 8) make Faculty, graduate assistant, and staff assignments;
 - 9) determine priorities based on policies and goals of the department as established by consensus of the Faculty;
 - 10) ensure preparation of necessary budgets and establish guidelines for the distribution of departmental resources;
 - 11) follow appropriate procedures for acknowledging and resolving grievances by departmental Faculty, staff, and students;
 - 12) upon request of extra-departmental agencies and after consultation with the individual concerned, when appropriate, recommend members of the departmental community for special functions and duties;
 - 13) implement decisions on policy and programs during any interim period such as summer sessions, inter-sessions, and holidays, in accordance with recommendations by Faculty members available for consultation.

Section 2. Assistant Chair

a. Description of Position.

The Assistant Chair will assist the department Chair in the conduct of the latter's duties enumerated, in part, in Article VI, Sec. 1c of this Operating Paper. The Chair may delegate specific duties to the Assistant Chair as appropriate.

b. Appointment.

The Assistant Chair will be nominated by the department Chair, confirmed by a majority vote of the Faculty at the next regularly scheduled faculty meeting following nomination or in one specifically convened for the purpose, and approved by the Dean of the College of Science.

c. Term of Appointment and Recall.

- 1) The term of the Assistant Chair will run from the beginning of Fall semester for one calendar year. Re-appointment will occur by mutual agreement between department Chair and Assistant Chair and by confirmation by majority vote of the Faculty.
- 2) At any time, the Assistant Chair can be recalled and the position vacated by resignation, or by decision of the department Chair, or by vote of two-thirds of the Faculty.

Section 3. Acting Chair

a. Description of the Position

An Acting Chair performs the duties of the Chair when the Chair is absent, or if the Chair position is vacant for short periods of time. An Acting Chair may serve for a maximum of three months. For periods longer than this, an Interim Chair is appointed.

b. Appointment

The Assistant Chair will serve as Acting Chair. If for any reason the Assistant Chair is unable to serve in this capacity, the department Chair shall nominate an Acting Chair to be confirmed by majority vote of the Faculty and approved by the Dean of the College of Science.

Section 4. Interim Chair

a. Description of the Position

An Interim Chair performs the duties of the Chair when the Chair is absent, or if the Chair position is vacant for periods over three months. The Interim Chair will serve until

either the Chair returns, or a new Chair is selected, but not for a period longer than 12 months.

b. Selection procedures for Interim Chair.

- 1) The process of selection of the Interim Chair will conform to established University guidelines.
- 2) Upon notification from the current Chair, or the Dean, that a vacancy in excess of three months may exist, an internal search is conducted for an Interim Chair. The voting faculty will select a representative (Search Coordinator) from their ranks to conduct the search. The Search Coordinator shall not be an applicant for Interim Chair.
- 3) The Faculty shall nominate one or more tenured members of the voting faculty for Interim Chair.
- 4) The voting faculty will meet and select a candidate for Interim Chair to recommend to the Dean. The Search Coordinator shall chair the meeting. The Interim Chair is selected by a simple majority of the voting faculty. The Search Coordinator will forward the name to the Dean for his/her consideration and approval. If no applications are received or if no one receives a majority vote, the Search Coordinator shall advise the Dean that the internal search for an Interim Chair has failed.

Section 5. Committees

- a. Committees shall be established to help meet departmental objectives and to aid the Chair in accomplishing his duties. The Chair may not chair any standing committees.
 - 1) All committees shall report their recommendations to the Chair.
 - 2) Membership of each committee shall be established during the spring term, with service on committees to begin the first day of the fall term. Members shall be selected by the Chair and elected by a simple majority vote of the Faculty.
 - 3) The Chair or designated representative shall be an *ex officio* member only of all committees; he shall receive notices, agenda, and minutes.
 - 4) An impasse between the Chair and an elected committee shall be resolved by a majority vote of the voting Faculty within a one-month period.
 - 5) Conflicts between committee recommendations on areas of overlapping responsibility shall be resolved by joint meetings presided over by the Chair.
 - 6) All actions, except personnel matters, of each committee shall be reported at regularly scheduled Faculty meetings.

- 7) Vacancies on standing committees shall be filled by the Chair with the approval of the Faculty if the vacancy is to continue for more than one semester.
 - 8) Each committee shall establish its own rules regarding frequency and length of regular meetings, procedures for decision making, and participation of non-members.
- b. Committees shall encourage Faculty and students to contribute ideas, to appear before the committees and to respond to committee actions as appropriate.
- 1) In so far as is possible, no changes in the department's policies and its programs shall be made without at least one month for the expression of Faculty and student reactions.
 - 2) Committee meetings shall be open, except for sessions when personnel matters are under consideration.
- c. Four standing committees are established: the Curriculum Committee, the Graduate Admissions and Assistantship Committee, the Undergraduate Scholarship and Fellowship Committee, and the Library Committee.
- 1) Each committee shall consist of three Faculty members, except the Library Committee, which shall be made up of two Faculty members.
 - 2) Each committee shall be chaired by a person elected annually from its membership.
 - 3) Responsibilities of the Curriculum Committee include:
 - i. reviewing the new course proposals by members of the Faculty and making recommendations to the Faculty for modification, approval or disapproval;
 - ii. preparing the schedule of courses to be taught for each semester; and
 - iii. reviewing yearly the departmental materials presented in University catalogs, graduate brochures, and other such publications.
 - 4) Responsibilities of the Graduate Admissions and Assistantship Committee include:
 - i. preparing the graduate brochure, advertising the graduate program and soliciting applications for admission;
 - ii. screening the applications for admission and selecting students for admission to the graduate program, seeking advice from other Faculty as needed;
 - iii. making offers to students selected from qualified applicants; and
 - iv. making recommendations for University fellowships and similar academic awards.

- 5) Responsibilities of the Undergraduate Scholarship and Fellowship Committee include:
- i. soliciting and screening applicants and deserving students and recommending to the Chair students that the Department may select for scholarships available through the Department; and
 - ii. Nominating students for undergraduate scholarships available through the College, University, and/or outside sources.
- 6) Responsibilities of the Library Committee include:
- i. ascertaining and transmitting the needs of the Geology Library to appropriate library personnel;
 - ii. acting in behalf of the department in matters dealing with library holdings, facilities and personnel; and
 - iii. advising the central library of improper classifications of library holdings.
- d. *Ad Hoc* committees will be appointed by the Chair as needed. Special mention of grievance is made here. Using an *ad hoc* committee, all possible effort will be made to resolve grievances at the departmental level. Procedures defined by College of Science, University, and Faculty Association guidelines will be observed.

ARTICLE VII Faculty Procedures

Section 1. Meetings

- a. Regular Faculty meetings will be held a minimum of three times each semester, excluding summer term.
- b. Special meetings may be called by the Chair or by any committee, or by any Faculty member, through the Chair.
- c. Meetings regarding instruction shall include representation of graduate teaching assistants when appropriate.
- d. Agenda for scheduled meetings should be distributed prior to the meeting.
- e. Undergraduate and graduate students are invited to have elected representatives present at all Faculty meetings unless personnel matters are being discussed.

Section 2. Quorum

- a. In this document, a quorum is defined as the minimum number of individuals necessary to hold formal faculty meetings, conduct votes, and pass departmental decisions.
- b. A quorum of the faculty shall be defined as at least two thirds of the eligible voting members being either physically present or represented by proxy. In addition, at least one-half of the eligible members must be physically present at the meeting. Eligible members shall include all voting members of the faculty, including those on sabbatical leave or leave of absence.

Section 3. Policies on the Use of Proxies

- a. Any voting member of the Faculty who anticipates being absent from a faculty meeting may assign a proxy vote to another member of the Faculty. The proxy holder may vote on behalf of the absent Faculty member on any or all votes taken at that particular meeting.
- b. A proxy designation must be submitted in writing to the Chair and must designate the effective date or range of dates and the name of the proxy designee. Proxy designations may also specify how the designee shall vote the proxy on one or more issues.

Section 4. Voting Majority

- a. A majority is the minimum number of votes needed to pass an item of departmental business. It is expressed as a percentage of the number of Faculty members either present at a meeting or represented by proxy.
- b. Unless otherwise specified in the Operating Paper, a majority shall consist of more than one-half (50%) of the voting Faculty present or represented by proxy. A Faculty member may relinquish voting eligibility for a specified period of time by a written and signed statement to the Chair.
- c. A tie vote does not constitute a majority.

Section 5. Policies on the Use of Secret Ballots

A voting member of the Faculty may request that any vote conducted during a faculty meeting be conducted by secret ballot. In such a circumstance, votes will be submitted in writing to the secretary at the meeting and the tally verified by the Chair and at least one other Faculty member.

ARTICLE VIII
Suspension of Provisions of this Operating Paper

Provisions of this operating paper may be suspended during any scheduled departmental Faculty meeting by a two-thirds vote of the Faculty.

ARTICLE IX
Amendment of this Operating Paper

This operating paper may be amended by a two-thirds vote of the Faculty during any scheduled faculty meeting, provided that the proposed amendment has been distributed in writing to all Faculty members at least one week prior to the meeting at which the proposed amendment is to be considered.