

# Bylaws of the Department of Geography

Oklahoma State University

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### **1. Mission of the Department** (Adopted 8/9/2018)

The department of geography has a long-term goal of academic excellence, and striving for excellence is the collective effort of our unit personnel. The OSU geography department's reputation compares favorably with, if not exceeds, that of the other Big 12 schools. The department strives to maintain this established reputation and to solidify our growing national standing through implementation of our Ph.D. program in Geography (est. 2002).

The mission of the Department of Geography is:

- a) to provide an exceptional educational experience in a student-centered departmental community that emphasizes the value of lifelong learning, employs engaging instructional activities, and prepares students for careers in an increasingly globalized world;
- b) to conduct innovative theoretical and applied research that promotes discovery, cultivates transdisciplinary and collaborative partnerships, fosters socioeconomic development, and responds to the needs of society;
- c) to promote the importance and relevance of geography to the public and to provide geographic expertise to the university, community, and state.

## **2. Departmental Administration**

### **2.1. Department Head and Associate Head**

#### **2.1.1. Department Head**

The Head of the Geography Department serves as the administrator of the Department and is responsible to the Dean for all matters within the unit. The Head is selected by the Dean with input from the faculty under College election guidelines. The Department recognizes the best practice in which the Head usually is at the rank of Professor. The Head may serve two consecutive 3-year terms, followed by a break before further service.

The Head is responsible for budget, appointments, tenure and promotion actions, program and course development, curriculum review, instructional and committee workloads, summer employment, and compliance with Departmental, College, and University policies and procedures. The Head calls and presides at faculty meetings and, except for emergencies, publishes agendas in advance of the meetings. If the Head is away from the Department for more than three days, they will appoint an acting administrator to represent them and the Department. If the Head is to be absent for more than one month, the acting administrator must be approved by the faculty.

The Head has the responsibility of seeking faculty advice on, and keeping all faculty informed about, matters of substance to the Department. All faculty shall have advisory access to the Head. The Head is the chief advocate for the Department in dealing with the Dean and other administrators. It is expected that the Head fosters the mission of the Department while encouraging the esprit de corps necessary to achieve the departmental mission.

Election of the Head is subject to the procedures of the College of Arts and Sciences as given in the Geography Department's Reappointment, Tenure and Promotion (RPT) guidelines. The policy to be used by the Department of Geography in the selection of the Department Head will be identical to the College of Arts & Sciences Procedures with the following provisos:

The Head will be selected for a term of 3 years.

The Head search committee will consist of a chairperson selected by the Dean and will normally include the personnel committee (subject to the approval of the Dean and the meeting of the College requirements for search committee representation).

The Dean will report the vote to the Geography faculty.

Removal of Head shall be done by recommendation to the Dean based on a no-confidence vote by the faculty with a two-thirds majority of faculty eligible to vote.

#### **2.1.2. Associate Head**

The Associate Head shall be nominated by the Head and confirmed by a majority vote of the faculty. The Associate Head serves at the pleasure of the Head and can be replaced by the Head without a vote of the faculty. The term shall be three years. In the event that both the Head and Associate Head complete

terms simultaneously, the Associate Head may stay on for an additional semester to provide continuity, at the pleasure of the Head.

In addition to occasional special tasks as agreed by the Department Head and Associate Head, the primary responsibilities of the Associate Head shall be to:

- a) Act as Head in the absence of the Department Head
- b) Create and distribute the monthly newsletter during the academic year
- c) Review General Education courses in coordination with instructors
- d) Review course action forms in coordination with instructors
- e) Coordinate classroom scheduling in coordination with office staff
- f) Steer award opportunities as Chair of the Awards Committee
- g) Shepherd and review Outcomes Assessment reports (the Graduate and Undergraduate Committees are responsible for writing these annual assessments)

Additionally, shared responsibilities with Department Head shall include:

- a) Strategic planning, Department reports, and reviews
- b) TA/RA/GTA scheduling and assignments

## **2.2. Coordinators and other service position with indefinite terms**

Service in the coordination positions have no definite terms. However, continuation of service in each position will be reassessed every 3 years, during a department meeting sometime near the end of the spring and fall semesters. The reappointment procedure will involve previous consultation of the faculty serving by the department head. This consultation could take place during the annual Assessment & Development (A&D) interview at the beginning of each year. In this consultation, a faculty member desiring to step down from a position should communicate their intention to the department head. Likewise, faculty members willing to serve as coordinator in a position to be reviewed that year should communicate their intention to the department head. The different coordination positions and their responsibilities are listed below.

### **2.2.1. Graduate Program Coordinator**

The Primary responsibilities of the Graduate Program Coordinator shall be to:

- a) Work closely with the Graduate College in matters related to recruiting of potential students, admission processes, matriculation, advising, completion of graduate degree requirements, and other student services for those enrolled in graduate programs.
- b) Obtain input from the other members of the Graduate Committee, and coordinate the selection of new graduate students.
- c) Serve as principal contact regarding course actions, curricular actions, plans of study, degree requirements, graduation clearance requirements, and other academic services for graduate students.

- d) Guide graduate program curricular development, liaise with faculty, staff and students, and oversee the implementation of graduate academic policies at the department level.
- e) Lead the preparation and submission of annual assessment reports for the Department's Graduate degree programs.
- f) Manage graduate student offices and spaces and confer with the Space Committee if problems are encountered.

#### 2.2.2. Undergraduate Program Coordinator

A career-track faculty member usually serves as the Undergraduate Coordinator. In addition to occasional special tasks as agreed by the Department Head and Associate Head and Undergraduate Advisor, the primary responsibilities of the Undergraduate Program Coordinator shall be to:

- a) Represent the Department at College meetings involving undergraduate matters and curriculum, and at graduation ceremonies.
- b) Ensure the accuracy of undergraduate program information, and lead initiatives to disseminate information about the Department's programs as well as recruit students and majors.
- c) Chair the Department's Undergraduate Committee and work closely with Arts and Sciences Student Services and with the Department's Academic Advisor on such matters as program development or revisions.
- d) Serve as the coordinator of the Geography Mentors Program and internships.
- e) Obtain input from the Undergraduate Committee and lead the preparation and submission of annual assessment reports for the Department's degree programs.
- f) Provide a report about the undergraduate program to the faculty at least once a year.

#### 2.2.3. Undergraduate Advisor

The Department will have an Undergraduate Advisor responsible for advising students, making them aware of the various degree options within the Department, clarifying program requirements, helping with registration, and identifying resources for career planning. This person may or may not have faculty status. This person will coordinate efforts with the Undergraduate Program Coordinator and will typically serve on the Undergraduate Committee.

#### 2.2.4. GIS Certificate Coordinator

Primary responsibilities of the GIS Certificate Coordinator shall be to:

- a) Disseminate information about and recruiting students to the GIS Certificate options.
- b) Advise and track the progress of students pursuing the GIS Certificate.
- c) Supervise the GIS Certificate curriculum.
- d) Implement improvements in order to keep pace with changes in industry and workplace needs.
- e) Provide an annual report to the faculty about the GIS Certificate operations.

- f) Ideally, serve on the GIS/Remote Sensing/Cartography Steering Committee and consult with that committee's members regarding possible changes to the GIS Certificate option.

The Coordinator will be appointed by the Head and serve for an indefinite term.

#### 2.2.5. Coordinators of Multiple Section and Techniques Courses

Course coordinators of multi-section lower-division courses as well as techniques courses are appointed by the Department Head. These include coordinators for techniques courses, Physical Geography, Introduction to Cultural Geography, and World Regional Geography. Although specific duties will vary by course, in general the course coordinators, with input from other instructors of those courses, oversee textbook selection and coordinate TA assignments with the Graduate Coordinator. The course coordinators may have a one-course release if the responsibility warrants. For instance, given the amount of work involved in the management of the lab, TAs, and lab manual, the Physical Geography coordinator traditionally has a course release. Other courses with multiple sections that have not entailed a course release include World Regional Geography and Cultural Geography.

#### 2.2.6. Curriculum Committee Chair

This person will chair the Curriculum Committee and be the chief liaison of the committee with the Head, Associate Head, and other committees. The chair will give a yearly report of activities to the faculty.

### **2.3 Coordinators and other positions with one-year terms**

#### 2.3.1. Colloquium/Professional Development Coordinator

On a rotating basis and for one year at a time, each faculty member will serve as the Department's coordinator for its colloquium series and graduate student Professional Development seminar (GEOG 5001). The Department Head maintains a list of current and past Colloquium/Professional Development Coordinators.

Responsibilities for the colloquium series include:

- a) Identifying potential speakers, scheduling and coordinating speakers' visits, as well as presentations by Tweedie Scholarship winners and graduate students.
- b) Arranging the Conoco/Phillips Career spotlight speaker and talk, with input from the Geography Club.
- c) Advertising the speakers' visits within the Department and across campus.

Responsibilities for the Professional Development Seminar include:

- a) Updating the syllabus.

- b) Coordinating topics and presenters.
- c) Maintaining and submitting grades for enrolled students.

### 2.3.2 Personnel Committee Chair

The Personnel Committee Chair leads the actions of the committee regarding reappointment, promotion and tenure. The members of the Personnel Committee elect their chair every year (see section 4.1).

## **3. Departmental Governance**

The Department is an academic community where collegiality and teamwork are prized in order to improve the work of the Department. The Department strongly believes in shared governance in which advisory access to the Head is always available. Yet, the Head is charged by the Dean to be the responsible party for personnel and fiscal affairs and must be free to act for what they believe to be in the best interest of the Department. Our preferred manner of working is through one-on-visits, emails, committees, and items placed on the agenda at faculty meetings. Any member of the department may bring a concern to the Head. Our goal is to improve the Department and to comply with College and University policy.

### **3.1. Department Meetings**

Department meetings are usually called by the Head but may also be requested by other faculty members. Such requests should have the support of at least one-third of the department's voting members and should be submitted to the Head along with a brief rationale. Students, through a representative of the FoGG organization, Geography staff, and Visiting Professors are invited to attend and comment during non-personnel portions of meetings. Usually, the Head will set the agenda in advance with other faculty members able to add to the agenda. The Head may call the department to an emergency meeting when necessary.

The Head or the Head's designee will chair the meeting. It is the responsibility of the chair to be as expeditious as possible in conducting the meeting. Discussions should focus on the issues on the agenda and the chair has the responsibility to keep any business on track while balancing all persons' right to be heard. The chair will be in charge of recognizing those who wish to speak.

### **3.2. Quorum**

A quorum is necessary to conduct business at faculty meetings. A quorum is defined as a majority of those eligible to vote, thus, one more than half of those eligible to vote. A quorum is achieved by counting voting members in the meeting room and those attending by phone or electronic means.

### **3.3. Voting Eligibility**

Voting is a privilege extended to faculty members but not to staff or students. However, staff and students are welcome to provide input on matters concerning the Department. Those eligible to vote must have a full-time tenured, tenure-track, or career-track faculty appointment of any rank. Those with part-time or temporary appointments (e.g., adjunct faculty, visiting faculty), postdoctoral appointments, or appointments not based within the Department of Geography are ineligible to vote.

Only tenured and tenure-track faculty are eligible to vote on matters involving appointment, reappointment, promotion, tenure, and cumulative tenure review of tenured faculty. Reappointment and promotion votes in cases involving a non-tenure track faculty position will be made only by non-tenure track faculty of a higher rank than that of the candidate and by tenured faculty of any rank.

### **3.4. Voting in Department Meetings**

Any voting member besides the chair can make a motion. This motion then requires another member to second, otherwise, the motion dies. After a motion and second, the chair will call for discussion. When all wishing to be heard have been heard, the chair will call for a vote. In general, a simple majority of those voting is needed to pass a motion. Voting can either be in the open or by secret ballot if asked for by any voting member. The Secretary will count secret ballots.

Voting at faculty meetings can be in person or via electronic device. A proxy from a voting member not in attendance can be submitted to the Secretary in advance, but can only be voted once (i.e., multiple votes may be taken in hiring discussions). It is possible for the Head to call a vote electronically for matters that require faculty input, but do not need extensive discussion.

### **4. Departmental Committees**

The Department shall have the following Standing Committees:

- 1) Personnel Committee
- 2) Curriculum Committee
- 3) Undergraduate Program Committee
- 4) Graduate Program Committee
- 5) Cartography/Remote Sensing/GIS Steering Committee
- 6) Awards Committee
- 7) Space Committee
- 8) Advisory Committee

All committees are to communicate with the Head and important matters brought before the entire faculty.

Election of members for each committee:

- Before the start of each academic year and before the fall department meeting, the department head will circulate a list of all vacancies for all departmental committees to the faculty. The faculty will have 1-2 weeks to nominate/self-nominate faculty for departmental committee decisions. All nominations/self-nominations will be directed to the departmental secretary. Dates for the pre-meeting nomination process will be given in advance in May by the department head.

- Prior to and on the day of the meeting, the departmental secretary will circulate the nominations to the faculty via email. Further, the department head will note any positions or ranks that still might need to be filled. Once all nominations are filled in, voting faculty will send their votes to the secretary for tabulation. The results will be announced before the conclusion of the meeting.

#### **4.1. Personnel Committee**

The Geography Department's Personnel Committee abides by the policies and procedures established by the College of Arts and Sciences and Oklahoma State University. However, the faculty is able to establish some procedures as necessary within the Department. On matters of reappointment, promotion, tenure, and cumulative review, the Personnel Committee serves in an advisory capacity to the Department Head, and recommends whether or not a candidate has met the applicable criteria and qualifications for the personnel action under consideration. The Personnel Committee acts on these matters in accordance with the policies of the University, College of Arts and Sciences, and Department of Geography.

Within the Personnel Committee, eligibility to vote is restricted to tenured faculty, although non-tenured members can participate in discussions.

Although non-tenure track faculty cannot serve on personnel committees that are considering matters of reappointment, promotion and tenure of tenure-track faculty members, they can serve on personnel committees considering the reappointment and promotion of non-tenure track faculty. In any personnel action considering the reappointment and promotion of non-tenure track faculty, the Personnel Committee must contain at least one non-tenure track faculty member of a higher rank than the candidate.

##### **4.1.1. Establishment and Representation**

Yearly, the Personnel Committee will be elected by the Geography Faculty and will be composed of three or more members with representation from each tenure-line rank, if that is possible. Every effort will be made to include female and minority members. At least three members of the Personnel Committee must be voting members. That is, they must be tenured faculty at the same rank as, or above, that being sought by any candidates with personnel actions in that same academic year. In any personnel action considering the reappointment and promotion of non-tenure-track faculty, the personnel committee must contain at least one non-tenure-track faculty member of a higher rank than the candidate. Tenure-track Assistant Professors and non-tenure-track faculty may be elected to and serve on the Personnel Committee but will not be voting members in reappointment, tenure, and promotion actions.

When composing the Personnel Committee care must be taken to avoid conflicts of interest with respect to upcoming personnel actions. Faculty members applying for reappointment, promotion, or tenure cannot serve on the College of Arts and Sciences Reappointment, Promotion, and Tenure Committee in the year of their application. The Department Head is ineligible to serve on the Personnel Committee, as are those with temporary, visiting, or postdoctoral appointments, and any family members of the candidate. Election of members to the Personnel Committee will be by a majority vote



through secret ballot at a faculty meeting with the Recording Secretary performing the count. The Committee will choose its own chair, usually at the rank of Professor. The term of membership is for one year.

A faculty member undergoing reappointment, promotion, tenure, and/or cumulative review may serve on the Personnel Committee, but must recuse themselves during consideration of their case. In that instance, the Head will propose another faculty member of suitable rank to serve temporarily; the final selection of the temporary member will be decided with a yes/no vote of the faculty.

If a replacement is necessary for a member of the Personnel Committee, voting will be either electronic or by paper ballot, with the count performed by the Recording Secretary. If the Department cannot complete its Personnel Committee from within its ranks, the Department Head will consult with the Personnel Committee and then solicit faculty from similar departments or disciplines at the University to assist the Personnel Committee with reviews and recommendations.

In the event that the Department Head is a candidate for promotion, the Personnel Committee will recommend a senior faculty member to the Dean to serve as acting Unit Administrator. This person carries out the duties of the Department Head only on this personnel action.

#### 4.1.2. Responsibilities and Procedures

Promotion and tenure actions may be initiated by the faculty member, the Department Head, or by the Personnel Committee. A faculty member may initiate a personnel action by submitting a written request to the Chair of the Personnel Committee. In such a case, it will be the faculty member's responsibility to supply documentation in support of this request. The Committee will review the request and will provide the faculty member and the Department Head with a report on its findings.

For each personnel action under consideration, the candidate will provide to the Chair of the Personnel Committee all relevant resource materials, including but not limited to, annual appraisals, career vita, copies of publications, and student evaluations of teaching. It shall be the responsibility of the applicant, in counsel with the Department Head, to ensure all supporting materials are in place for the action.

All persons of faculty rank may provide input to the Personnel Committee before the Committee formulates its recommendation. This input will be in the form of a signed, hard copy letter that is provided to the Personnel Committee Chair and should address only criteria specified in the Department's Reappointment, Promotion and Tenure guidelines. The Personnel Committee shall consider this input and will address it in the committee's written recommendation to the unit administrator. The Chair of the Personnel Committee or the unit administrator will provide the candidate with a waiver form for these internal faculty comments. The signed waiver form must be returned to the Chair of the Personnel Committee before the Personnel Committee solicits input from the unit faculty. All signed, hard copy letters received will be stored by the Personnel Committee Chair and destroyed upon conclusion of the RPT process.

The Personnel Committee will provide the Department Head with copies of a statement of recommendation in the form of a written letter. This letter must record the numerical outcome of the final vote on the personnel action. If the Personnel Committee is not unanimous, then both majority and

minority opinions shall be indicated within the letter. All Personnel Committee members must sign the letter. A copy of this letter will be conveyed to the candidate in a confidential manner after the recommendation is finalized.

All discussions of the Personnel Committee shall be confidential.

#### **4.2. Curriculum Committee**

Responsibilities of the Curriculum Committee include receiving and evaluating recommendations for course changes and new courses, and evaluating current undergraduate and graduate degree programs. The Curriculum Committee also consults with the Associate Head on matters of course scheduling. The Curriculum Committee shall elect its chair.

#### **4.3. Undergraduate Program Committee**

The Undergraduate Committee is chaired by the Undergraduate Program Coordinator. Responsibilities of the committee include:

- a) Recruiting undergraduate majors, nominating current students for various awards and scholarships and membership in GTU.
- b) Facilitating management of the Geography Mentors Program and undergraduate internships.
- c) Maintaining a current database and contacts for potential internships.
- d) Conducting the senior exit surveys.
- e) Coordinating the assessment of the undergraduate degree programs.
- f) Updating undergraduate program information on Department brochures, the website and social media, and in the university catalog.

#### **4.4. Graduate Program Committee**

The Graduate Program Committee (GPC) is responsible for a variety of tasks including:

- a) Recruiting and admissions.
- b) Developing academic metrics (e.g., qualifying and comprehensive examinations).
- c) Overseeing program assessment (e.g., time to degree and degree completion).
- d) Managing degree requirements (e.g., courses, Plans of Study and number of degree credit hours).
- e) Determining exception requests.
- f) Mediating in conflicts concerning graduate matters.

Individuals serving on the GPC must be members of the Graduate Faculty. Given the decision-making authority that resides in the GPC committee, regular reports to the larger faculty body in the graduate program are critical. In addition, consideration of major program changes, etc. should involve significant input from colleagues and many decisions should come before the graduate program faculty for a vote. It should also be recognized that there are issues that do come up in the summer that may require the GPC to meet and available members can meet face-to-face or electronically.

#### **4.5. Cartography/Remote Sensing/GIS Steering Committee**

This committee oversees matters involving the instruction of the Department's techniques courses, as well as the maintenance of our computer labs and their related hardware and software. This committee evaluates the need for hardware and software upgrades, as well as assesses the potential impact the upgrade will have on the techniques courses and the structure of classes related to cartography, GIS, and remote sensing. The committee shall consist of at least three faculty members who are instructors of techniques course as well as the Coordinator of Cartography Services and the Coordinator of the Center for the Applications of Remote Sensing. Committee terms are three years, with one member changing each year.

#### **4.6. Awards Committee**

Responsibilities of the Awards Committee include:

- a) Choosing recipients for the department's various student scholarships (undergraduate and graduate) and travel awards in January of each semester (CAS requires notification of recipients by mid-February).
- b) Nominating graduate students for scholarly achievement awards presented by the Graduate College each year.
- c) Nominating faculty and staff for various college and university-level awards when appropriate. The committee also seeks out external (e.g. regional or national) award opportunities for faculty in particular and shepherds the nomination process.

The Awards Committee is chaired by the Associate Head as outlined in section 2.1.2 of these bylaws.

#### **4.7. Space Committee**

In compliance with the College of Arts and Sciences Space Guidelines, the Geography Department has adopted the following policy:

The Department will have a standing Space Committee advisory to the Head. The Space Committee will be composed of three faculty members and one staff member. The committee will organize itself by appointing a chair who will be the liaison to the Head. The guiding principles shall be:

- a) Any recommendations by the committee should be informed with discussions with the faculty and staff whose spaces are affected.
- b) When practical, space should be assigned to permanent new faculty and staff using the principle of best available office space without displacing other faculty or staff.
- c) Existing occupants have priority unless there is a manifestly important overriding consideration necessitating a change.
- d) In general, office space will take precedence over storage in the use of space. Applications for additional space for new/existing projects should be made in writing to the committee and the Department Head from the faculty member(s) requesting space in advance of any deadlines for allocating space. A justification for the space use should be included. Justifications should include reasoning for the amount and type of space requested and how long this space will be needed. These requests are to include the use of existing

- departmental space and requests for new departmental space that will be forwarded to the College committee if deemed appropriate and reasonable.
- e) Use of existing departmental space will be reviewed in accordance with the College and University rules at least once per year in the spring term.
  - f) If the College or other units of the University ask to use/appropriate Departmental space, the Head will consult the Space Committee for advice.

#### **4.8. Advisory Committee**

Consistent with the University's affirmative action efforts and good management practices, as well as to allow faculty members to exercise their rights and responsibilities, it is University policy that there be faculty input into decisions significantly affecting the Department unit. The Geography Department will maintain an Advisory Committee consisting of three elected members. The purpose of this committee is to give advice to the Head when asked and will meet at the call of the Head. The committee will choose its own chair with responsibility to communicate with the Head. The Head and Associate Head are ex-officio members and participate in discussions except if the committee believes their presence would constrain the generation of advice. The Advisory Committee's advice does not extend to personnel matters under the purview of the Personnel Committee. Decisions and advice of the committee are not binding upon the Head. Matters before the committee are not secret and the Advisory Committee is able to ask for input from department members, staff, and students. Additionally, the Advisory Committee will have responsibility for finalizing amendments to the Bylaws as given in Section 6 of these bylaws.

Three faculty members shall serve in the Advisory Committee. If possible, at least one faculty member nominated from each rank (assistant professor, associate professor, professor). Membership in the Advisory Committee is for one year.

#### **5. Individual Faculty and Staff Roles**

The Department has other important roles in which the faculty serve:

Cartography Services Faculty Advisor

Environmental Studies Certificate Coordinator

Forum of Geography Graduate (FoGG) Students Advisor

Geography Club Advisor

Gamma Theta Upsilon Advisor

Recording Secretary

Safety Compliance Officer

Webmasters

CARS Faculty Director(s)

Coordinator of Technique Courses

Social Media Director

### **5.1. Cartography Services Faculty Advisor**

The Cartography Services Faculty Advisor is appointed by the Head for a term of three years and assists the Manager of Geospatial Systems with oversight of the OSU Cartography Services. This role includes strategic planning and consulting on project management. The Supervisor will interact with the Cartography/Remote Sensing/GIS Steering Committee. The Supervisor is responsible for completing an appraisal and development for the Manager by March 15 of each year.

### **5.2. Environmental Studies Certificate Coordinator**

The Coordinator is appointed by the Head for an indefinite term. Responsibilities include the monitoring of curriculum, interfacing with the Undergraduate and Graduate Curriculum committees, counseling of students within the certificate program, monitoring the number and majors of students working towards the certificate, and fostering any necessary changes within the program.

### **5.3. FoGG Advisor**

FoGG is a graduate organization. Any faculty member may become Advisor to FoGG if asked by the group. The group has club recognition at OSU. The responsibilities of the Advisor are to attend group meetings and provide advice as necessary.

### **5.4. Geography Club Advisor**

The Geography Club is open to all who wish to join. Any faculty member may become Advisor to the Geography Club, if asked by the group. The group has club recognition at OSU. The responsibilities of the Advisor are to attend group meetings and provide advice as necessary.

### **5.5. Chi Chapter Gamma Theta Upsilon Advisor**

This is a student-led honorary society open to students and faculty. The Gamma Theta Upsilon advisor is chosen by the Chi Chapter membership of Gamma Theta Upsilon and serves at the pleasure of that group. The advisor is responsible for ensuring that the national rules of Gamma Theta Upsilon are upheld and that the student leadership interacts with the University, fiscally and otherwise, in a responsible manner as governed by the national GTU Bylaws.

### **5.6. Recording Secretary**

The Recording Secretary takes meeting minutes and distributes them to faculty and staff in good order. Motions and seconds to motions and votes will be recorded. Normally, the Recording Secretary will be a unit assistant, but the chair of the meeting may designate any faculty or staff member to take notes on a temporary basis should the secretary be unavailable.

### **5.7. Safety Compliance Officer**

A faculty member will be appointed by the Head for an indefinite term for this role and will be in charge of monitoring health spaces or labs where hazardous materials are used. They will be in charge in meeting the compliance regulations established by EPA via the OSU Environmental Hazard and Safety (EHS). The Departmental office will communicate matters regarding potential problems or repairs to all members of the Department. The Safety/Compliance officer will communicate known EHS concerns to the Department head.

### **5.8. Webmasters**

The content of the departmental website is managed by a team consisting of the Head, Associate Head, and the Coordinator of the Center for Applications of Remote Sensing.

### **5.9. CARS Faculty Director(s)**

The Faculty Director(s) of CARS is(are) appointed by the Head for a term of three years and oversees CARS. This role includes strategic planning and consulting on project management. The Director(s) will interact with the Cartography/Remote Sensing/GIS Steering Committee. The Faculty Director(s) is (are) responsible for completing an appraisal and development for the CARS Coordinator by March 15 of each year.

### **5.10. Coordinator of Techniques Courses**

The Coordinator of Technique Courses is the faculty member ensuring the Department's computing hardware and software for students are installed and maintained in an up-to-date configuration. The Coordinator will interface with CAS, University personnel as necessary and be a member of the Geography Department's Cartography/Remote Sensing/GIS Steering Committee. The Instructional Laboratory Coordinator duties will be assigned yearly by the Head.

### **5.11. Social Media Director**

The Social Media Director will coordinate all social media efforts of the Department. To do this, they will be in charge of all postings and be the funnel for all material Department members wish to post to

social media. The Social Media Director will coordinate efforts with the Webmasters. The position will be assigned yearly by the Head.

#### **6. Adopting and Amending the Bylaws**

These bylaws shall be adopted if agreed to by two-thirds of the faculty eligible to vote.

Amendments to the bylaws can be made if any faculty member places the amendment on a meeting agenda with the proposed amendment provided to the faculty ahead of the meeting. If the general sense of the faculty is to adopt the amendment(s), the Advisory Committee will advise the Head as to possible impacts on the functioning of the Department, and execute the proposed change(s) into precise wording and have the faculty vote. The vote may be during a subsequent faculty meeting or electronically. An amendment will be deemed in force if two-thirds of the faculty eligible to vote agree.

The bylaws will be kept in the departmental office with copies distributed to the faculty and staff any time the bylaws are amended. Dates of adoption and dates of amendments shall be inserted at the top of the bylaws document.

END OF DOCUMENT