

Department of Rhetoric & Language By-Laws (approved 9/4/12)

1. Department Faculty

A. Membership

1. Full-time faculty: All faculty who hold full-time tenured, probationary or term appointments in the Department of Rhetoric and Language and teach at least two courses per year in the Department shall be considered voting members. This course load requirement shall not apply to members on sabbatical leave, those with a one-year leave of absence, and those with course load reduction.
2. Adjunct faculty: Adjunct faculty within the Department shall be invited to attend at least one designated meeting per semester; dates and agendas for these meetings will be scheduled by the chair. Adjunct faculty shall not have voting rights.
3. Coordinators: Coordinators are generally full-time faculty. However, an adjunct faculty who is named coordinator will be a voting member of the Department, but he/she cannot be elected chair of the Department.

B. Duties

1. Full-time members are expected to attend, regularly and punctually, all Department and appropriate committee meetings.
2. Faculty are expected to conduct themselves professionally in all of their dealings with students, administration and staff, and fellow faculty. This includes, but is not limited to, respect for the Department chair's and coordinators' roles, responsibilities in assuming workload arrangements, cooperation and courtesy, discretion in maintaining confidentiality with respect to departmental business, independent thinking and expression, and support once a vote is taken.

C. Committees

1. Ad-hoc committees may be created at the initiative of either the chair or the Department.
2. Full-time faculty may volunteer for or be appointed by the chair to committees. They have precedence over part-time faculty to serve and chair said committees. They may decline to serve on a committee.
3. Adjunct faculty may volunteer or be appointed to serve on ad hoc committees at the chair's discretion. They may decline to serve on a committee.
4. Ad-hoc committees within an area may be created at the initiative of either a coordinator or full-time faculty. The coordinator in consultation with faculty shall appoint members to the ad-hoc committees. Full-time faculty have precedence over adjunct faculty to serve and chair said committees.

II. Areas of the Department

The Department of Rhetoric and Language has two areas: Rhetoric, which includes composition and public speaking courses, and English for Academic Purposes (EAP) /English as a Second Language (ESL).

III. Chair

A. Election and term

1. The chair shall be a full-time faculty member and shall be elected by a majority vote of the full-time faculty members. The chair will serve for a term of three years. A chair may serve multiple terms.

2. Nominations for the position of chair shall be solicited by the incumbent until October 15 of the last year of his/her term. Nominees shall be contacted to determine their willingness to serve, and any individual may withdraw his/her name from consideration at any time up to the date of the election. The list of candidates will be circulated among all voting members of the Department at least two weeks prior to the voting deadline.
 3. Elections shall be held in accordance with the USF Faculty Association Collective Bargaining Agreement [Section 27.3] (i.e., they shall be secret, written, and subject to a simple majority of those members who vote). Absentee ballots will be allowed. If no member receives a majority, a run-off election between the top two vote-getters shall be held. The initial vote shall be taken by November 15.
- B. Duties of the chair
1. The chair shall represent the Department to the Dean of the College of Arts and Sciences or other appropriate administrative officials. The chair shall present fully and accurately the formal resolutions of Department faculty as well as their informal consensus in all matters concerning administrative-faculty relations and policies. If the chair cannot in good faith advocate a departmental position, she/he shall appoint someone of the majority to represent that position to the Dean.
 2. The chair shall serve as the ordinary conduit of information to and from the Dean of the College of Arts and Sciences, or to any other administrative official, to the Department on all matters of concern to the Department as a whole. She/he shall consult with the Department on matters requiring such consultation through a Departmental meeting, if possible, or if that is not possible because of time constraints, by consulting with coordinators and faculty members individually.
 3. The chair shall represent the Department on the College Council and the Arts Council and shall inform the Department members of the business of the councils.
 4. The duties enumerated above shall be in addition to those given to the chair by the administration for the conduct of university business.
- IV. Department meetings
- A. Scheduling and Setting the agenda
1. The chair shall schedule at least two departmental meetings a semester.
 2. The chair shall ask for agenda items in writing sufficiently in advance so that the agenda may be published no less than a week before the meeting and distributed to all Department members, both voting and non-voting members. Meetings shall be canceled if no old business remains and if no new business is brought to the attention of the chair prior to the meeting. New items may be placed on the agenda at the meeting by a three-fourths vote of eligible members present. By a three-fourths vote said items shall be given preference on the agenda. These motions are non-debatable.
- B. Procedures
1. *Roberts' Rules of Order* shall be considered normative but not mandatory for conducting Department meetings, subject to the discretion of the chair of the meeting. However, any two members present may invoke *Roberts' Rules* on a given issue.
 2. The chair shall have a vote in all proceedings and the privilege of a voice in all discussions.
 3. Motions shall be decided by a majority of the eligible voters present. Absentee or proxy ballots shall be allowed, provided they are presented prior to the vote.
 4. A quorum is defined as a simple majority of voting members of the Department. If a quorum is not achieved at any departmental meeting, all voting shall be postponed until a future date.
- V. Coordinators
- A. Appointment and term

1. The chair shall appoint coordinators in consultation with faculty and with the approval of the Dean's office.
 2. Coordinators are generally full-time faculty of the Department.
 3. Coordinators will serve for a term of three years. They may serve multiple terms.
 4. During the last semester of an incumbent's term, a new coordinator shall be appointed by April 15.
- B. Duties
1. Each coordinator shall represent faculty as appropriate.
 2. Each coordinator shall work closely with the chair and faculty to perform identified duties. Duties might include curriculum coordination, course scheduling, promotion of an area, and interviewing, recommending hiring and being involved in the retention of adjunct faculty.
- VI. By-laws
- A. In the event that amendments or additions to the by-laws are deemed necessary by a majority of the faculty, the chair may appoint an ad-hoc committee to recommend such changes. Said committee shall be composed of at least one member from each area.
- B. By-laws shall be approved or amended by a two-thirds majority of all voting members of the Department. If this majority is not achieved, the chair may request the ad-hoc committee revise their proposals accordingly for a second vote by the Department.
- VII. Savings Clause
- If any provision of the by-laws conflicts with the provision of any federal or state statute, or Executive Order having the effect of law, now in force or hereafter enacted, the remainder of these by-laws shall remain in full force and effect unless the parts so found to be void or illegal are wholly inseparable from the remaining portions of these by-laws.