

**University of Houston**  
**Department of Comparative Cultural Studies**  
**Bylaws**

(revised June 10, 2019)

**Section I. Composition of the Department: The Regular Faculty**

The terms “Department,” “faculty,” and “membership” refer to the regular faculty of the Department of Comparative Cultural Studies (CCS). The “regular” faculty consist of all full-time, non-visiting faculty, including professors, associate professors, assistant professors, and non-tenure-track instructional faculty who are full-time employees of the University of Houston on renewable contracts, who hold at least a 50% appointment in CCS.

**Section II. Voting Provisions**

All regular faculty (as described in Section I) have voting rights.

**Section III. Affiliated Faculty**

A. Criteria for Affiliated Faculty Status

A prospective affiliated faculty member should hold a PhD and be a member of a department at the University of Houston.

B. Process for Designating and Rescinding Status as an Affiliated Faculty Member

A tenure-track or tenured member of the CCS department nominates a prospective affiliated faculty member for affiliation with one or more of the programs housed within CCS.

If there is not a consensus to approve the nomination, all regular full-time faculty members affiliated with the relevant program(s) then vote on whether to award Affiliated Faculty status to the nominee.

Affiliated Faculty status may be reevaluated at any time, but not more than once per academic year, whereupon the regular faculty associated with the relevant program vote on whether to maintain or rescind Affiliated Faculty status.

### C. Roles or Powers of Affiliated Faculty Members

Affiliated Faculty may cross-list their courses, as appropriate, for the program(s) with which they have an affiliated status, in consultation with the relevant program director (and/or the CCS department Chairperson). Affiliated Faculty are expected to coordinate the scheduling of particular cross-listed courses with the relevant program director (and/or the CCS department Chairperson).

Affiliated Faculty have no voting rights or governance powers or service duties within CCS, but may be included in program-specific discussions, as appropriate, and may on occasion be invited to attend special expanded department faculty meetings, as appropriate.

Affiliated Faculty may serve as MA thesis committee co-chairs or “internal” MA thesis committee members, as appropriate, based on the relevance of their specific academic expertise to the thesis topic.

## **Section IV. Departmental Meetings**

### A. Frequency and Notice

Meetings of the Department shall be held at times designated by the Chairperson or at the request of at least two voting members of the Department. Customarily, meetings are held monthly during the academic term, and convened by the department Chairperson. Ordinarily, and whenever possible, written notice of a departmental meeting shall be provided to all members of the regular faculty by one week in advance of the meeting. Ordinarily, and whenever possible, a proposed agenda prepared by the department Chairperson will be circulated to all regular faculty within no less than 48 hours of the scheduled meeting, providing members the opportunity to propose additional items for inclusion on the agenda. In no event shall departmental meetings be held less frequently than once each semester.

### B. Quorum

The presence of a quorum shall be required for voting on policy decisions assigned to the faculty by the Department Chairperson, the College, or the University, or as assigned to themselves by the faculty as the constituent decision-making body of the Department.

A quorum shall consist of the presence, either physically or by live telecommunications, of two-thirds of the regular voting members of the Department.

For program-specific decisions, a quorum shall consist of the presence, either physically or by live telecommunications, of two-thirds of the regular voting members affiliated with that program.

### C. Majority Vote

All decisions will be made by a simple majority vote, consisting of approval of a motion by more than one-half of the voting members present, either physically or by live telecommunications, in the meeting. The department Chairperson will vote on every item. In case of an even division of the vote (a tie), the opinion favored by the Chairperson's vote will be considered decisive.

### D. Summer Session Meetings

Departmental meetings are not held during the Summer session. However, regular voting members may meet during Summer session, either physically or by live telecommunications, either: a) to conduct the emergency business of the Department, as determined by the Chairperson; or b) to conduct specified business that will have been authorized in advance by the final meeting of the Spring semester, in which case any and all other business shall be deferred until the first departmental meeting following the commencement of the Fall term.

## **Section V. Officers of the Department**

### A. Chairperson

1. Term of Office and Selection. The department Chairperson is elected for a three year term by the tenured and tenure-track members of the Department. The Chairperson's term of office and means of selection are regulated by procedures specified in the current bylaws of the College of Liberal Arts and Social Sciences.
2. General Executive Responsibility. The Chairperson is the chief executive officer of the Department, and shall be responsible for supervising all administrative functions of the Department in accordance with the policies determined by the Department, College, and University.
  - a. The Chairperson holds principal responsibility for managing the finances of the Department, including the preparation of a budget, the coordination of faculty member's salaries, the planning of special expenditures, such as contracting part-time faculty members and summer teaching, accounting for income from special sources, such as donor giving or summer programs abroad, and the distribution of available funds for specific activities such as faculty research travel. In regard to the handling of these financial matters, the Chairperson is accountable to the Dean of the College.

b. The Chairperson holds ultimate responsibility, in consultation with program directors, for coordinating the curricular offerings of the Department, including the assignment of courses to individual faculty members, the scheduling of those courses, and reporting of the course offerings to the College and the Registrar of the University.

3. Specific Responsibilities of the Chairperson.

The Chairperson shall:

- a. Be the only member of the Department to represent the Department in its relation to the higher administration of the University of Houston, other units of the University of Houston, and with other academic communities. The Chairperson may designate a member of the faculty to represent the Department at a specific meeting or function, when necessary.
- b. Recruit and direct the administrative staff and all other departmental assistance.
- c. Convene and preside over departmental meetings, including preparation of each meeting's agenda.
- d. In consultation with any ad-hoc departmental Promotion & Tenure Committee, review and recommend faculty for promotion, tenure, or termination.
- e. In consultation with the Faculty Evaluation Committee, review and recommend faculty for merit-based salary increases, or any other special awards, or termination.
- f. Regularly consult with the full regular faculty of the Department on decisions that affect the members.
- g. In consultation with the Department's regular faculty, initiate the search for candidates for appointment to faculty positions and appoint hiring search committees.
- h. Make decisions regarding initial salary offers, renegotiation, and annual salary increments.
- i. Appoint the directors of programs within the Department in consultation with Departmental faculty and the Dean of the College of Liberal Arts and Social Sciences.
- j. In consultation with program directors, appoint instructional faculty who are not full-time or who are hired on an interim, short-term basis. Whenever possible, the Chairperson will consult with relevant faculty affiliated with the program on such program-specific decisions.
- k. Appoint any individual faculty member or an ad-hoc committee to perform any of the specified functions of the office of the Chairperson, as listed above. When appropriate, the Department shall be informed of the extent and duration of such a delegation of responsibilities.

- I. Supervise any elections within the Department, such as the selection of members for service on standing committees.

## **Section VI. Committees**

- A. The Faculty Evaluation Committee (FEC) shall conduct Annual Performance Reviews for all regular faculty, and make recommendations of individual faculty members for merit-based salary increases, or any other special awards, or termination. The FEC is a standing committee that consists of the Chairperson and three tenured faculty members, elected by the regular faculty or appointed by the Chairperson to serve two-year terms. When necessary, in the Spring, the Chairperson will appoint or seek nominations from the faculty for service on the FEC. Those appointed will begin serving their term in the following Fall semester. Faculty serving as members of the committee may succeed themselves. The department Chairperson will preside as chair over the deliberations of the Faculty Evaluation Committee.
- B. The Promotion & Tenure Committee shall be a committee composed of three regular faculty members convened by the Chairperson on an ad-hoc basis to review individual faculty members for promotion and tenure, and oversee the process of the Promotion and Tenure review at the departmental level, adhering to the College and University policies and timelines.
- C. The Anthropology MA Program Committee (a.k.a. the Graduate Committee) consists of the department Chairperson, the Anthropology MA program Graduate Advisor, and two regular faculty members affiliated with the Anthropology programs, appointed to serve two-year terms. Faculty serving as members of the committee may succeed themselves. Either the department Chairperson or the Anthropology MA program Graduate Advisor will preside over the deliberations of the Graduate Committee. The Graduate Committee shall review applications to the Anthropology MA program, solicit the opinions of all relevant program-affiliated faculty concerning admission of particular candidates to the program, oversee the admissions process, and notify applicants of their admission in the middle of Spring semester. The Graduate Committee recommends candidates for teaching assistantships to the department Chairperson by the middle of the spring semester. The Graduate Advisor notifies those awarded teaching assistantships, and oversees their workload, training, and performance. The Graduate Committee also recommends candidates for fellowship and scholarship assistance, when available, to the Chairperson.

## **Section VII. Faculty Appointments**

- A. Tenure-track appointments are to be made in accordance with established procedures of the University and the College of Liberal Arts and Social Sciences. Recommendations to the Dean's office are made by the Chairperson based upon a majority vote of the regular faculty.
- B. Full-time non-tenure-track instructional appointments are to be made in accordance with established procedures of the University and the College of Liberal Arts and Social Sciences. Recommendations to the Dean's office are made by the Chairperson in discussion with the program director and other faculty of the relevant program.

### **Section VIII. Third-Year Review, Promotion, and Tenure**

A. Third-year review, promotion, and tenure will follow established procedures of the College of Liberal Arts and Social Sciences and the Faculty Handbook. The purpose of a third-year review for a tenure-track professor is to advise the faculty member under review and the Department as to whether the faculty member under review is making adequate progress toward her/his tenure review and promotion. For promotion-eligible non-tenure-track (NTT) instructional faculty members, a thorough pre-promotion review is similarly required, and normally is conducted during the third year of the probationary period. Faculty will apply for tenure and/or promotion according to the terms of their appointment.

B. In cases of candidates for promotion to Associate Professor with tenure, the ad-hoc departmental Promotion & Tenure Committee will advise candidates about required documentation (see *CCS Promotion and Tenure Guidelines and Procedures*, posted on the CCS website) and the Department's internal timeline, and prepare a summary report of the candidate's Promotion and Tenure file to be submitted to the Chairperson and the tenured faculty. Tenured faculty will meet to discuss the recommendation of the Promotion & Tenure Committee, review the materials of candidates for promotion, and vote upon the case in question.

C. In cases of promotion-eligible non-tenure-track (NTT) candidates for promotion to Associate Professor (without tenure), the ad-hoc departmental Promotion & Tenure Committee will advise candidates about required documentation (see *CCS Promotion and Tenure Guidelines and Procedures*, posted on the CCS website) and the Department's internal timeline, and prepare a summary report of the candidate's Promotion and Tenure file to be submitted to the Chairperson and the full body of regular tenured and tenure-track faculty, who will meet to discuss the recommendation of the Promotion & Tenure Committee, review the materials of candidates for promotion, and vote upon the case in question.

D. In cases of candidates for promotion to Full Professor, the Chairperson will appoint as members of the ad-hoc Promotion & Tenure committee only faculty who themselves hold the rank of Full Professor, and only those members of the faculty who hold the rank of Full

Professor shall participate in the deliberations and the vote regarding promotion of such candidates.

E. The Chairperson will report the vote of the faculty on any Promotion and/or Tenure file to the Dean in a letter of evaluation; this letter will constitute the Chairperson's vote.

**Section IX. Third-Year Review, Promotion, and Tenure for Tenure-Track or Tenured Faculty Holding Joint Appointments, Whose Primary Departmental Appointment is in CCS**

A. Third-year review, promotion, and tenure will follow established procedures of the College of Liberal Arts and Social Sciences and the Faculty Handbook. The purpose of a third-year review is to advise a tenure-track professor and the Department as to whether the faculty member under review is making adequate progress toward her/his tenure review and promotion. Faculty will apply for tenure and promotion according to the terms of their appointment.

B. In cases where CCS is the "Home" department, the department Chairperson will notify the "Secondary" department, center, institute, or curricular program (hereafter, "unit") that the candidate is to be evaluated for third-year review and/or tenure and promotion.

C. The "Secondary" unit must then undertake an evaluation of the candidate, submit the evaluation to an internal vote of the appropriate voting faculty of the secondary unit, and supply a letter summarizing the evaluation and stating their recommendations concerning the candidate to the Promotion and Tenure Committee of CCS as the departmental home. This letter will become a permanent part of the evaluation materials submitted through the tenure and/or promotion process.

D. The Promotion and Tenure Committee of CCS as the "Home" department will then conduct an evaluation of the candidate, including the materials provided by the Secondary unit, discuss, vote, and forward its recommendations to the Chairperson and regular tenured faculty of CCS.

E. Appropriate faculty will then discuss, vote, and confirm their evaluation to the Chairperson of CCS, as the "Home" department.

F. The Chairperson of the Department will then report the votes of the faculty to the Dean in a letter of evaluation; this letter will constitute the Chairperson's vote.

**Section X. Performance Review of Non-Tenure-Track Instructional Faculty with a 50% or Less Affiliation in the Department**

Non-tenure-track instructional faculty with joint appointments, whose contribution to curricular programs in the Department is 50% or less of their teaching and service, when subject to performance reviews, will have their reviews conducted primarily by the relevant program director, with oversight by the Chairperson of the department. Such performance reviews for non-tenure-track instructional faculty with joint appointments do not require convening the Promotion & Tenure Committee.

## **Section XI. Merit Evaluation**

- A. In accord with the requirements of the University of Houston, all faculty members are evaluated annually. The Annual Performance Review is conducted by the Chairperson in consultation with the Faculty Evaluation Committee (FEC) in terms of research productivity, teaching quality, institutional service, and service to the community. Relatively greater emphasis is to be placed on the first two criteria.
- B. Each individual faculty member's professional activity and service for the preceding calendar year is to be detailed and submitted on the designated electronic system provided by the University of Houston for these purposes, and completed by the College-stipulated deadline in the Spring semester. Faculty members are welcome and encouraged to submit any additional supporting information to the FEC that they consider relevant.
- C. The Chairperson will inform faculty members of their evaluation with a full discussion of the reasons for that judgment, and will provide a minimum of five working days during which faculty may respond in writing with any grievances or disputes.
- D. If the faculty member disagrees with the evaluation, he or she is encouraged to submit a written statement of disagreement within the grievance period, and can thereby formally appeal the decision, either to the Chairperson or to full Personnel Committee. The final decision rests with the Chairperson. The written appeal will be retained by the Chairperson and may be introduced in any ensuing discussions with the Dean relevant to the faculty member's evaluation.

## **Section XII. Amendment**

These bylaws may be amended at any meeting of the Department by the vote of a majority of all regular faculty members as stipulated in Section II. Decisions shall be made only in the presence of the voting base; or where necessary the absent members will respond by written or electronic ballot. This does not apply to the absent members who are virtually inaccessible, as in the case of extreme illness, or members on leave for research or other purposes for an extended period.

**Section XIII. Contravention**

No part of these bylaws or of administrative regulations of the Department shall be in contravention of the bylaws of the College or of the administrative regulations and policies of the University. In the event of change in either of the latter, these bylaws will reflect such change immediately through amendment.

**Section XIV. Enabling Clause**

These bylaws and any subsequent amendments shall go into effect upon approval by relevant University officials.