ENVIRONMENTAL STUDIES BYLAWS

1. Departmental Membership:

   Core faculty: All tenured, tenure-track, and continuing (clinical) faculty who have at least a full or a “joint” appointment in the department are voting members, referred to as “core faculty.” Continuing faculty may participate in and vote on all matters except for the evaluation and promotion of tenure-track faculty.

   Other faculty: Assistant Professor Faculty Fellows, Associated and Affiliated Faculty, and Visiting Scholars are an important part of the department’s intellectual community and regularly help fulfill its curricular needs. They are not vested with voting rights.

2. Officers

   Department chair: as the chief administrative officer of the department, the chair manages the department and supervises its members, affairs and activities; appoints departmental and ad hoc committees; and represents the department to other units and officials of the University. The chair executes and advocates the recommendations formulated by the core faculty. The chair also determines curricular needs and schedules, approves colloquia, appoints and supervises staff, manages the departmental budget, and appoints non-continuing instructors such as adjunct faculty. The chair is selected from among the tenured core faculty, normally appointed for three years and limited to two successive terms, and receives one course reduction annually for service.

   Associate chair: assists the chair in the execution of duties related to managing the department’s affairs; in consultation with the chair and the director of undergraduate studies, the associate chair also may make recommendations about curricular and advising needs and manage departmental colloquia or seminars. The associate chair is appointed by the chair for three years; all core faculty are eligible to serve and receive one course reduction annually for service.

   Director of Undergraduate Studies: The DUS takes the lead in identifying undergraduate curricular and advising needs and coordinates teaching/advising duties with faculty. The DUS receives one course reduction annually for service.

3. Meetings

   Regular department meetings are open to all core faculty; other faculty may attend upon invitation from the chair or upon request [if approved by the chair].

   The department will normally hold four regular meetings during each semester, scheduled by the chair by the beginning of each semester.
If exceptional meetings are deemed necessary, the chair will schedule them in consultation with core faculty and normally give at least three business days notice.

The chair presides over faculty meetings and will normally circulate the agenda at least 48 hours in advance; any faculty member may add to the agenda by submitting a written request to the chair one week before the meeting; the agenda will also normally include a “New Business” item, during which time any member of the faculty can raise an issue.

The chair will arrange to have minutes recorded for all regular meetings; these minutes will normally be circulated 48 hours in advance of the subsequent meeting for identification of errors and will be voted on (approve or disapprove) during the subsequent meeting.

4. Decision-making

- **Faculty rights and responsibilities:** Departmental decision-making is grounded in the principle of shared governance. Therefore, it is understood that, outside of the rights and duties vested in the chair by his or her colleagues to make decisions about the particular matters mentioned under “Section 2: Officers: Department Chair,” decisions affecting the department are to be discussed and decided by the entire core faculty—excepting other instances in which the faculty grant certain limited decision-making powers to committees or the chair.

  **Quorum:** a quorum requires the physical presence of 2/3 of the core faculty who are not on leave; if voting on tenure-track promotions [on which continuing faculty may not vote], a quorum consists of 2/3 of the eligible core faculty who are not on leave.

  While absent members may register their views by proxy, unless an exception is deemed appropriate by a majority of faculty present, they may not vote by proxy.

  During exceptional circumstances when a decision must be reached before the faculty can convene, the chair may allow official discussions and decisions to occur electronically.

  Unless otherwise specified in these bylaws, all official decisions of the faculty are by a majority vote of those physically present and eligible to vote.

  Voting shall be by a show of hands, except in the case of hiring and promotion decisions, selecting a chair, or upon the confidential request of a faculty member to the chair in advance of the meeting that is then seconded by another faculty member in the meeting—in these instances, voting will be by secret ballot.

  **Selection of the chair:** The chair is selected from the tenured core faculty; although officially appointed by the FAS dean[s], the department will conduct an internal selection process to identify the persons[s] that its members believe is well suited for the position.

*Chair selection process will consist of two stages: In the first stage, each member of the core faculty will be asked to identify a minimum of two members of the tenured faculty whom she or he thinks would make a suitable chair. Nominations will be by secret ballot, sent to the department’s administrator. Those two faculty who receive the most nominations will be asked if
they would be willing to serve as chair. If one should decline, pending approval of $2/3$ of the core faculty a vote can be held on whether or not to recommend the remaining candidate rather than nominate a second candidate and hold a runoff. Should both decline, the person[s] receiving the next most nominations will be consulted about their willingness to serve; this process will be continued until two willing candidates for chair are identified or $2/3$ of the faculty approve voting on one candidate. In the second stage, all core faculty members will be asked to indicate their order of preference of the two candidates in a secret ballot or, if there is only one candidate, whether or not they approve of that candidate. The current chair, after consulting with the core faculty, will convey the results of the chair selection process to the dean[s].

*The chair may be recalled by a vote if recommended by $2/3$ of the core faculty.

Voting on Continuing (Clinical) and Tenure Track Appointments: core faculty will begin with a discussion of all candidates; they will then vote via secret ballot on whether each candidate is acceptable [or “above bar”] for the position; candidates not deemed acceptable by $2/3$ of the core faculty present will be dropped from consideration; after additional discussion, if needed, core faculty will rank order the candidates to determine which candidate is most suitable.

5. Teaching

While the faculty are encouraged to develop and propose courses, the chair is the final arbiter on course offerings and scheduling (including approving team-taught courses and buyouts), though these decisions will routinely be made in consultation with the relevant officers.

Team-taught courses, when approved, will normally count as a full class for each instructor and require that both instructors be involved in all scheduled class sessions. Factors that the chair will use to determine whether a team-taught class is appropriate include: curricular needs, course enrollment numbers, and the synergistic benefits to faculty and students.

Course buyouts: faculty will normally be limited to a maximum of one course buyout per academic year, at a cost of $1/6$th of one’s annual base salary; faculty may not use internal [NYU] grants or research startup money to buy out courses. The expectation is that the first course bought out will be a graduate course.

Teaching load: standard teaching load is 2-1 for tenure-track assistant professors and research-active tenured professors, 3-3 for continuing faculty, and 2-2 for tenured faculty who do not meet the research requirement (determined by chair); instructors cannot reduce their annual course load to zero through allocated course reductions and/or buyouts.

6. Assistant Professor Faculty Fellows, Associates, Affiliates, and Visiting Scholars

- Assistant Professor Faculty Fellows are an integral part of the departmental community and contribute significantly to its teaching curriculum and research portfolio; core faculty are expected to help foster the professional and intellectual growth of APFFs. APFF appointments require the approval (via a vote) of two-thirds of the core faculty and are normally for three years.
• Current NYU faculty may be appointed as Associate or Affiliate members of the Department. Both Associate and Affiliate faculty contribute significantly to the research or teaching of the Department. Associate faculty normally contribute in formalized ways such as teaching regular courses or developing joint research projects with core faculty. An Associate or Affiliate member of the Department must be nominated by a core faculty member and approved by a two-thirds vote of the core faculty.

• Visiting Scholars are appointed by the Chair on the recommendation of a core faculty member who will mentor the Visiting Scholar or conduct joint research with the Scholar. Each core faculty member can recommend no more than one Visiting Scholar per year except in special circumstances. Visiting Scholars can visit for a temporary period of up to one year (renewable for one additional year). Visiting Scholars have no teaching or other responsibilities and are not entitled to salary, housing, or staff support, but they are expected to participate in the life of the Department.

7. Amendments to the Bylaws
• These Bylaws may be amended or repealed by the affirmative vote of two-thirds of the core faculty present at any meeting at which a quorum is present. Such action is authorized only at a duly called and held meeting of the core faculty. Any core faculty member may suggest changes to the bylaws, and a vote to amend or repeal the bylaws may occur when decided by the chair or at least half of the core faculty. Revised bylaws will include the effective date of amendments.