## A) COUNCIL

The Department of Philosophy shall have a Department Council (DC), the deliberations of which are confidential.

## B) THE DEPARTMENT COUNCIL

### 1) Membership:

All Academic Faculty and full-time Academic Teaching Staff in the Department of Philosophy are voting members of the DC, as are a graduate student representative and an undergraduate student representative elected by their respective recognized student groups.

### 2) Meetings:

i) **Rules of Order:** Meetings will be conducted in accordance with Robert's Rules of Order, with decisions made by majority vote, excluding amendments to the Constitution.

ii) **Call of Meetings**

(1) The DC will normally meet monthly between September and May.

(2) A meeting of the DC can be convened at any time by petition of 1/3rd of the members of that Council.

iii) **Agenda Items:**

(1) In addition to reports by standing committees, any issue can be put on the agenda of the DC by decision of the Department Chair. Members of the DC may petition the Department Chair to have an issue placed on the agenda.

(2) The agenda shall be circulated to all members of the DC one week prior to all DC meetings. Material for the meeting shall also be circulated beforehand, unless the Department Chair decides that it should be circulated only at the meeting due to its confidential nature.

iv) **Quorum**

A quorum of the DC will consist of the presence of 2/3rds of its members, excluding those on leave**.**

v) **Eligibility to Attend:**

The meetings of the DC will be open only to the members of DC, the department administrator, recording secretaries, and invited guests.

vi) **Circulation of Minutes:**

The minutes of prior DC meetings shall be circulated to all members of DC one week prior to the next DC meetings.

### 3) Committees:

i) **Standing Committees of DC:**

The Graduate Studies Committee, the Undergraduate Studies and Teaching Committee, the Staff Selection Advisory Committee, the Equity, Diversity and Inclusivity Committee, and the Awards and Placement Committee are standing committees, the deliberations of which are confidential and advisory to the DC. They shall perform those functions described in this

document as well as those delegated to them from time to time by the Department Chair or the DC.

ii) **Membership of Standing Committees:**
   (1) The Department Chair will circulate to all eligible continuing faculty members a memo stating the vacancies on standing committees. Those not wanting to run are to remove their names from the list of those eligible, the vote to take place at a DC meeting by secret ballot.
   (2) Except as stipulated otherwise in this Constitution, the Department Chair will circulate to all eligible continuing faculty members a memo stating the vacancies for chairs of standing committees; those not wanting to run are to remove their names from the list of those eligible, the vote to take place at a DC meeting by secret ballot.
   (3) The normal term for committee members and chairs is three years for staff and one year for students.
   (4) DC may appoint *ad hoc* members for up to a year to standing committees.
   (5) Graduate and undergraduate students serving on committees shall be appointed by their respective student groups.

iii) **Ad hoc Committees:**
Department Council may appoint ad hoc committees, with members elected by DC and chaired by the department chair, or their delegate, to deal with specific issues that arise as delegated by DC.

## C) DEPARTMENT CHAIR, ASSOCIATE CHAIRS AND OTHER OFFICERS AND THEIR RESPONSIBILITIES WITH RESPECT TO THE DEPARTMENT COUNCIL AND ITS COMMITTEES

### 1) Responsibilities of the Department Chair

i) To chair meetings of Department Council.
ii) To recommend to the Dean of Arts, from tenured faculty members, appointments of an Associate Chair Graduate Studies and of an Associate Chair Undergraduate Studies and Teaching, after consultation with the department.
iii) To appoint department officers, including an Events and Outreach Officer.
iv) To appoint Acting Chairs of standing committees, as needed, for a term not to exceed one year.
v) The Department Chair may decide to delegate responsibilities to an Associate Chair when required, or recommend to the Dean appointment of an Associate Chair or other tenured faculty member as Acting Chair, when absence or illness requires.
vi) to be an *ex officio*, voting member of each committee.

### 2) Responsibilities of Associate Chair, Graduate Studies

i) To chair the Graduate Studies Committee and serve as Graduate Coordinator.
ii) To serve as the department representative on FGSR Council and on Arts Graduate Studies Committee. If they are unable to attend a meeting they shall, in consultation with the Department Chair, designate an alternate.
iii) To be responsible for the assignment of teaching assistants and research assistants, subject to the advice (and approval) of the Department Chair.
iv) To establish the rosters for Ph.D. comprehensive chairs, subject to the advice of the Department Chair.

v) To liaise with the Awards and Placement Committee about awards nominations.
vi) To prepare nominations for admission-related scholarships.

**3) Responsibilities of the Associate Chair, Undergraduate Studies and Teaching**

i) To chair the Undergraduate Studies and Teaching Committee and serve as Honors Advisor.
ii) To serve as the department representative on relevant University and Faculty committees, such as ATLEC. If they are unable to attend a meeting they shall, in consultation with the Department Chair, designate an alternate.
iii) To advise honors students, majors, minors and students in Certificates offered by the Department.
iv) To advise instructors concerning the continuous improvement of teaching.
v) To arrange appropriate mentoring for all doctoral students who are serving as primary instructors for courses.
vi) To evaluate, in accordance with department policies, the teaching of instructors other than Academic Faculty and full-time Academic Teaching Staff and retired faculty.
vii) To provide 'teaching review' letters upon request.
viii) To liaise with and advise undergraduate philosophy groups.

**4) Events and Outreach Officer**

The Events and Outreach Officer is a standing department officer, advisory to the DC. They shall perform those functions described in this document as well as those delegated to them by the Department Chair or the DC. They shall consult with graduate and undergraduate students in the performance of these functions.

**Responsibilities of the Events and Outreach Officer**

i) To organize and advertise departmental events, including the department colloquium series and the Annual Public Lecture.
ii) To publicize news and achievements of department members.
iii) To ensure the accuracy and timeliness of information on all electronic media about the Department's profile and research.
iv) To produce the Department's newsletter in collaboration with a staff member.

## D. COMMITTEES

### 1) Graduate Studies Committee (GSC)

i. **Terms of Reference:**

(1) To formulate proposals for submission to the DC concerning standards and requirements for graduate degrees falling within the Department's jurisdiction, and other issues concerning the graduate curriculum.
(2) To ensure that all information about the graduate programs on the Department's webpage is accurate and up to date.
(3) GSC shall make decisions and report to DC concerning:
i) admissions,
ii) change of category,
iii) approval of thesis supervisor in consultation with the student concerned, and
iv) approval of thesis proposals and thesis committees in consultation with the thesis supervisor.

ii. **Membership:**
Two elected continuing faculty members.

**2) Undergraduate Studies and Teaching Committee:**

i. **Terms of Reference:**
(1) To formulate proposals for submission to the DC concerning standards and requirements for undergraduate degrees and certificates falling within the Department's jurisdiction, as well as other issues concerning the undergraduate curriculum.
(2) To maintain up-to-date Learning Outcomes for all undergraduate programs.
(3) To monitor university calendar changes that affect enrolment in philosophy courses.
(4) To ensure that all information about the undergraduate programs on the Department's webpage is accurate and up to date.
(5) To assist the Associate Chair, Undergraduate Studies and Teaching, with undergraduate and teaching issues.
(6) To select undergraduate students for Departmental awards.
(7) To nominate Academic Faculty, Academic Teaching Staff and graduate students for teaching awards and prepare nomination packages.
(8) To organize the honors workshop.

ii. **Membership:**
Two elected continuing faculty members.

**3) Staff Selection Advisory Committee**

i. **Terms of Reference:**
(1) To process all applications for tenure-track positions and to provide a long list for discussion by continuing faculty in a meeting to which members of the Dean's Selection Advisory Committee are invited.
(2) To process applications for full-time Academic Teaching Staff positions and to provide advice, when time permits.
(3) To process applications for Killam Memorial Postdoctoral Fellowships and select candidates to recommend to FGSR.

ii. **Membership:**
Three continuing faculty members, one of whom is to be elected as Chair by DC.

**4) Equity, Diversity and Inclusivity Committee:**

i. **Terms of Reference:**
(1) To provide advice and make recommendations to DC concerning equity, diversity, inclusivity and climate issues.
(2) To liaise with Faculty of Arts and University of Alberta equity, diversity and inclusivity initiatives.

ii. **Membership:**
(1) One continuing faculty member, who serves as Chair,
(2) One member of the non-academic staff,
(3) One graduate student representative, and
(4) One undergraduate student representative.

**5) Awards and Placement Committee**

i. **Terms of Reference:**

(1) To assist current graduate students applying for awards and to prepare nomination packages for University awards and SSHRC doctoral fellowships.

(2) To assist current and recent Ph.D. students secure academic employment.

(3) To ensure that placement information on the Department's webpage is accurate and up to date.

ii. **Membership**

Three continuing faculty members, one of whom is to be elected as Chair by DC.

## E. CONSTITUTIONAL AMENDMENTS

1) Any constitutional amendment is to be made by a 2/3rd vote of the total number of Department Council.
2) Any constitutional amendment which is proposed is to be advertised by means of a memo to the members of the Department, two (2) weeks before a meeting of the DC is called to discuss the amendment.