

**BYLAWS
DEPARTMENT OF COMPARATIVE HUMANITIES
COLLEGE OF ARTS AND SCIENCES
UNIVERSITY OF LOUISVILLE**

I. PURPOSE

These Bylaws provide for the organization and governance of the Department of Comparative Humanities (“the Department”) in the College of Arts and Sciences (“the College”) at the University of Louisville (“the University”).

II. MEMBERSHIP

As an interdisciplinary department in the Division of Humanities, the Department of Comparative Humanities incorporates the skills, expertise, and contributions of a wide range of faculty members, including those from other departments and units.

A. Kinds of Members

- 1. Regular Members.** Regular Members of the Department are those who hold full-time tenured or probationary (tenure-track) faculty appointments in the Department or hold an academic appointment shared with another department (joint appointment).
- 2. Associate Members.** Associate Members of the Department are tenured or probationary (tenure-track) faculty teaching in the Department or actively participating in Department programs and committees. Associate status shall be extended to emeritus/a faculty who were Regular Members of the Department and who continue to participate in the program. Membership in associate status must be approved by the Regular Members.
- 3. Temporary Members.** Temporary Members of the Department shall include the following:
 - a. Full-Time Term Appointments in the Department for a minimum of one academic year with the primary appointment at the rank of instructor or above, with or without administrative duties.
 - b. Part-Time Appointments who hold annual part-time contracts in the Department.
 - c. Graduate Teaching Assistants who hold teaching assistantships in the Humanities doctoral program.

4. Privileges of Members

- a. **Regular Members.** Regular Members shall be entitled to vote in all Department meetings and elections; to serve on Department committees; and to represent the Department on College or University bodies (within the regulations prescribed by the relevant bylaws).
- b. **Associate Members.** Associate Members shall have voting rights on matters that pertain to the committees and projects on which they serve. The decisions of such committees shall be ratified by the Regular Members.
- c. **Temporary Members**
 - (1) Full-Time Term Appointments shall have voting rights on matters that pertain to the committees and projects on which they serve. The decisions of such committees shall be ratified by the Regular Members.
 - (2) Part-Time Appointments shall not vote in meetings of the Regular Members.
 - (3) Graduate Teaching Assistants shall not vote in meetings of the Regular Members.
- d. **Responsibilities of Members.** All Members of the Department of shall:
 - (1) Observe the policies and procedures of the Department.
 - (2) Keep an up-to-date CV on file in the Department.
 - (3) Attend meetings of the Department as appropriate to their membership status.
 - (4) Serve on Department committees and on students' honors project, MA thesis/directed study project, and dissertation committees as appropriate to their rank and membership status and as negotiated on the Annual Work Plan or lecturer contract.

III. ADMINISTRATIVE OFFICERS

A. Chair

1. **Eligibility.** Tenured Regular Members whose primary appointment is in the Department of Comparative Humanities shall be eligible to stand for election as Chair.
2. **Election.** The Chair shall be elected or re-elected in accordance with the Administrative Policies and Procedures of the College and University. At five-year intervals, Regular Members shall nominate a Chair of the Department by secret ballot, during the Fall term (except in unusual circumstances). If a member is prevented from attending the election by illness or other cause beyond their control, that member can be given a sealed ballot and that ballot shall be counted. No person shall be chosen as Chair unless he or she shall receive the votes of a majority of the Regular Members. Abstentions shall be counted in order to determine the necessary majority.
3. **Duties.** After appointment by the Board of Trustees, the Chair shall, on the date of taking office:
 - a. Be responsible for the general administration of the Department, including the preparation and administration of the annual departmental budget, and for personnel and curricular matters on the basis of policies laid down by the Department faculty.
 - b. Preside over the meetings of the Department faculty and be entitled to cast a deciding vote in the case of a tie vote.
 - c. Serve as the normative agent through which departmental decisions are communicated to all other administrative officers within the University.
 - d. Serve as the representative of the Department to the University community and the community outside the University.
 - e. Create the course schedule for each academic year with the Vice-Chair, Director of Undergraduate Studies, and the Director of Graduate Studies, and in consultation with the Department faculty.

B. Vice-Chair

1. **Eligibility.** All tenured Regular Members of the Department shall be eligible to stand for election as Vice-Chair.
2. **Election.** The Regular Members shall, every three years, nominate by secret ballot, during the Spring term (except in unusual circumstances) a

Vice-Chair. If a member is prevented from attending the election by illness or other cause beyond their control, that member can be given a sealed ballot and that ballot shall be counted. No person shall be chosen as Vice-Chair unless he or she shall receive the votes of a majority of the Regular Members.

The term of the Vice-Chair shall be three years, with the possibility of renewal yearly with the consent of the Department. Normally the Vice-Chair shall serve for no more than six years consecutively. The above shall not preclude a Vice-Chair from being nominated for Chair.

3. Duties. The Vice-Chair:

- a. Shall be responsible for administrative duties as decided upon between the Chair and Vice-Chair.
- b. Shall be Acting Chair in the temporary absence of the Chair.
- c. Shall be Acting Chair in case of any event that permanently removes the elected Chair from service, until an election is held, preferably within two months of the event that removes the Chair.
- d. Shall assist the Chair, the Director of Undergraduate Studies, and the Director of Graduate Studies with the course schedule for each academic year in consultation with the faculty.
- e. Shall assist with the recruitment of students in the Undergraduate and Graduate Programs.

C. Student Affairs Officers

1. Director of Undergraduate Studies:

- a. Shall be appointed by the Chair with the consent of the Regular Members. Except in unusual circumstances, this office shall be held by a tenured Regular Member.
- b. Shall oversee setting up and supervising advising for undergraduate Comparative Humanities majors in agreement with course requirements.
- c. Shall serve as Chair of the Undergraduate Curriculum Committee.
- d. Shall serve as departmental liaison to other College and University bodies in matters directly concerning undergraduate student records and requirements.

2. Coordinators of Undergraduate Minors:

- a. Shall be appointed by the Chair with the consent of the Regular Members.
- b. Shall advise students in the undergraduate minor programs and keep records for such students.
- c. Shall implement Department policies with respect to the minor programs.

3. Director of MA Programs:

- a. Shall be appointed by the Chair with the consent of the Regular Members.
- b. Shall supervise graduate students in the Humanities MA programs.
- c. Shall implement Department policies with respect to graduate course requirements, directed study projects, and theses.
- d. Shall serve as Chair of the MA Committee.
- e. Shall serve as departmental liaison to other College and University bodies in matters directly concerning MA student records and requirements.

4. Director of Humanities PhD Program:

- a. At five-year intervals, shall be appointed by the Chair of the Department with the consent of the Regular Members and in consultation with the members of the PhD Steering Committee.
- b. Shall be responsible for recruiting, admitting, and supervising advising for graduate students in the Humanities PhD program.
- c. Shall determine and implement Department policies in collaboration with the PhD Steering Committee with respect to PhD course requirements and dissertations.
- d. Shall act as departmental liaison to other College and University bodies in matters directly concerning doctoral student records and requirements.
- e. Shall oversee the Humanities PhD budget in collaboration with the Steering Committee and the Chair.

IV. FACULTY MEETINGS AND COMMITTEES

A. Meetings

1. The Department faculty shall meet as necessary during the academic year, as determined by the Chair.
2. Meetings of the faculty shall also be called by the Chair whenever one-fourth of the faculty, by written petition, shall so request.
3. A quorum shall be one more than one-half the number of eligible voters.

B. Committees

1. **Standing Committees.** There shall be six standing committees of the Regular Faculty. These committees may only be abolished, or their duties altered, through the process of amendment of the Department Bylaws. The Department Chair shall be an ex officio member of all standing committees, except the Personnel Committee.
 - a. The Personnel Committee shall comprise at least three tenured Regular Members, each normally serving for up to three years. The committee shall implement the personnel policy of the Department with respect to tenure, promotion, and merit evaluations for current faculty. An alternate shall also be appointed.
 - b. The Undergraduate Curriculum Committee shall comprise the Director of Undergraduate Studies, undergraduate advisor/s, and coordinators of minor programs, with the Chair or Vice-Chair serving ex officio. The committee shall be concerned with the review of the undergraduate curriculum, additions to and deletions from that curriculum, and anything that might contribute to strengthening the program. Regularly the committee shall undertake a review of the undergraduate program and present its recommendation to the Department faculty.
 - c. The MA Committee shall comprise the Director of Graduate Studies, the advisors of the MA programs, and the Chair serving ex officio. The committee shall be concerned with the review of the graduate curriculum in the MA programs, additions to or deletions from that curriculum, and anything that might contribute to strengthening the program. The committee shall function in the recruitment, admission, and supervision of graduate students in the MA programs.
 - d. The Humanities PhD Steering Committee (interdepartmental) shall comprise the Director of Graduate Studies, representative members of the Department faculty, as well as representatives appointed by

the supporting departments in the Humanities Division and in the College. The committee shall be concerned with the review of the graduate curriculum in the PhD program, additions to or deletions from that curriculum, and anything that might contribute to strengthening the program.

- e. The Humanities Jewish Studies Steering Committee (interdepartmental) shall comprise the Regular and Associate Members regularly teaching for the program and others interested in its development appointed by the program director with the consent of the extant Steering Committee Members. The committee shall be concerned with the review of the curriculum in the Jewish Studies Program, additions to or deletions from that curriculum, programming enrichment and initiatives, and anything that might contribute to strengthening the program.
- f. The Diversity, Equity, and Inclusion Committee shall reflect the Department's commitment to diversity, equity, and inclusion with respect to race, religion, nationality, gender identity and expression, sexual orientation, age, disability, and citizenship. The committee shall comprise three elected Regular and Associate Members who shall serve for staggered three-year terms, with elections occurring in the Spring semester. The committee shall promote diversity, equity, and inclusion among faculty, staff, and students through a yearly evaluation of these goals, various activities and statements, and DEI hiring, recruitment, and retention practices. In addition, the committee shall complete a yearly DEI assessment and submits it to the Dean's Office and report its findings to the Department.

2. Other Committees

The Regular Members, or the Chair with the consent of a majority of the Regular Members, may create such ad hoc committees as may be deemed necessary.

3. General Powers and Duties

- a. Any committee may, with the consent of the Regular Members in each separate instance, delegate such functions as it considers to be primarily administrative in nature to the administrative officers of the Department.
- b. The standing committees shall meet as needed.

4. Membership

- a. Each of the standing committees shall consist of three Regular Members of the faculty and shall be elected by those members. In addition, all members of the Personnel Committee must be tenured.
- b. The Chair, with the consent of a majority of the Regular Members, may invite Associate Members to serve on the Undergraduate Curriculum Committee or on ad hoc committees.
- c. No person shall be obliged to serve, at the same time, on more than two standing committees of the Regular Members, nor shall any one person be obliged to stand as chair of more than one standing committee.
- d. Nontenured Regular Members shall not be asked to serve as chair of any committee, standing or ad hoc.
- e. The Regular Members shall make such provisions as shall be necessary to ensure that all seats on any committee do not fall vacant simultaneously.

V. PROCEDURES

Where procedural matters are not covered by the Department Bylaws, the transactions in a Department meeting shall be governed by *Robert's Rules of Order Newly Revised*.

A. Faculty Hiring Procedures

1. Regular Members

After a specific decision to hire has been approved by the Provost, the Chair, in consultation with the full-time faculty of the Department, shall appoint a search committee of three or five members, drawn from the Regular Members of the Department. Every effort shall be made to include diverse members of the Department. The committee may include a faculty member from another department in cases where their expertise is deemed relevant for the search. All committee members must complete the HR diversity training required by the University. The committee shall be chaired by a tenured Regular Member who is a specialist in the discipline related to the search. It is allowable for nontenured Regular Members to serve on the committee.

In consultation with the Department, the search committee shall draft an advertisement for the position. Once approved by Regular Members of the Department, the Chair shall submit the ad to the Dean's Office and, once approved, to professional organizations. The committee shall develop

dossiers for all the candidates and select a short list of candidates to interview. Interviews may be conducted either in person or via phone conference. The committee, in consultation with the Chair, is authorized to invite candidates to visit the University.

The search committee shall report the result of its findings to the Regular Members during a meeting called by the Chair. Prior to this meeting, dossiers of the candidates under consideration shall be made available to the Regular Members for a period of at least one week. The Regular Members shall vote on the committee's findings and recommendations.

2. Temporary Members

After a specific decision to hire has been approved by the Provost, the Chair, in consultation with the Regular Members of the Department, shall appoint a search committee of three members, drawn from the Regular Members of the Department. The committee may include a faculty member from another department in cases where their expertise is deemed relevant for the search. The committee shall be chaired by a tenured Regular Member representing the field to be covered. It is allowable for nontenured Regular Members to serve on the committee.

The search committee shall initiate hiring activities, including the placing of advertisements and contacting colleagues, developing dossiers for all the candidates, and selecting a short list of candidates to interview. Interviews may be conducted either in person or via phone conference.

The search committee shall report the result of its findings to the Regular Members during a meeting called by the Chair. Prior to this meeting, the dossiers of the candidates under consideration shall be made available to the Regular Members for a period of at least one week. The Regular Members shall vote on the committee's recommendations.

3. Joint Appointments

For positions shared with another department, the Chair, in consultation with the Regular Members of the Department, shall appoint members for an ad hoc interdepartmental search committee, drawn from the Regular Members of the Department. The committee shall comprise three Regular Members of the Department if the new line is primarily housed in the Department of Comparative Humanities, or two Regular Members if the new line is to be housed primarily in a different department. The committee shall be chaired by a tenured Regular Member of the primary department. It is allowable for nontenured Regular Members to serve on the committee.

4. Part-Time Lecturers

The Department Chair shall be the chair of search committees for Part-Time Lecturer positions and shall appoint Regular Members to serve on the search committee to ensure faculty input.

B. Bylaws Amendment Procedures

The Department of Comparative Humanities Bylaws can be amended only at a meeting of the Regular Members of the Department. Proposals to amend the Bylaws must be circulated by the Department Chair at least one week before a regularly scheduled meeting of the Department. In order to be adopted, such proposals must be passed by a two-thirds majority of Regular Members at two consecutive meetings of the Department.

Approved by the Faculty, October 15, 2015
Last revised by the Faculty, December 2, 2020