**Model Bylaws**

As a unit of the Krieger School of Arts and Sciences (KSAS), the Department of X is governed by the policies set out in the KSAS Faculty Handbook, and other rules and regulations of Johns Hopkins University. These bylaws (Bylaws) are supplementary to those documents.

ARTICLE I: Membership

ARTICLE II: Officers

ARTICLE III: Meetings

ARTICLE IV: Searches

ARTICLE V: Amendment of the Bylaws

**ARTICLE I:**

**Membership**

**Section 1.**

All faculty with active tenure-track appointments or joint tenure-track appointments in the Department

[with the following as possible addition:

* as well as teaching and/or research faculty]

are regular voting members with equal rights of participation, except as such rights are explicitly abridged or restricted by the Bylaws. “Member” means regular voting member unless otherwise explicitly indicated.

Only tenured faculty may vote on tenure cases and only full professors may vote on cases for promotion to that rank.

[If TRT are granted voting rights for administrative purposes the following sentence is also recommended: Teaching and Research faculty should not participate in discussions or votes on tenure or promotion cases.]

**ARTICLE II**

**Administrative Roles**

**Section 1.**

The Chair (Chair), the Director of Graduate Studies (DGS), and the Director of Undergraduate Studies (DUS) oversee the administration of the department. These officers perform the duties prescribed by the Bylaws, the parliamentary authority adopted by the Department, and the university.

**Section 2.**

The Chair appoints the Director of Graduate Studies (DGS), and the Director of Undergraduate Studies (DUS). Chairs are appointed by, and serve at the pleasure of, the Dean of KSAS, but in practice this means that the Dean usually confirms a department’s recommendation. When a Chair’s term ends, the Department chooses the faculty member to be recommended to the Dean as the next Chair by secret ballot. On a date at least one week prior to the secret ballot, at a meeting of voting members of the department, the candidate(s) for chair who have agreed to be considered discuss the future of the department and answer questions by the faculty. This meeting is organized by the outgoing chair and is chaired by him or her.

The duties of the Chair are [see KSAS Chair’s Handbook, p. 1 for possible inclusions]

**Section 3.**

The DGS reports directly to the chair and to the Vice Dean for Graduate Education. The DGS assists the chair in overseeing the department’s graduate program and is responsible for the yearly admissions process, advising graduate students prior to their qualifying exams, overseeing graduate funding, and assigning graduate teaching.

[Further duties of the DGS can be found in the KSAS Chair’s Handbook, p. 45, added to the specification here.]

**Section 4.**

The DUS reports directly to the chair and to the Vice Dean for Undergraduate Education. The DUS assists the chair in overseeing the department’s undergraduate program and is responsible for ensuring the adequacy of course offerings, the effectiveness of the faculty advising system, student access to research opportunities, reviewing requirements for the major, and developing programs that enhance the sense of community among majors and facilitate interaction with departmental faculty.

[Further duties of the DUS can be found in the KSAS Chair’s Handbook, p. 37, and added to the specification here.]

**ARTICLE III**

**Meetings**

**Section 1.**

Regular meetings are held each month during spring and fall semesters unless there is no business to conduct. Meeting dates and agendas are set by the Chair and are announced at least one week in advance. Members may add items to the agenda by notice to the Chair or by raising them as “new business.” A member is deemed to have attended a meeting in person if attending virtually.

**Section 2.**

Special meetings are called by the Chair as needed to discuss reports from search committees or other special business, or at the request of members. Except in emergencies, special meetings are announced at least one week in advance.

**Section 3.**

On matters announced as agenda items for departmental meetings, any Member eligible to vote will have the opportunity to vote on any unamended motion by absentee ballot and must supply his or her vote prior to the meeting.

**Section 4.**

The minutes of each regular or special meeting, recorded by a secretary appointed by the chair, are distributed to voting members before the following meeting, where they are approved or revised. All faculty who have the right to attend a meeting also have the right to see the minutes of that meeting.

**ARTICLE IV**

**Searches**

**Section 1.**

When prompted by the Dean of the Krieger School of Arts and Sciences, the Chair, in consultation with all members of the department, develops a hiring plan for new appointments to lines authorized by the Dean. A meeting is called in which hiring priorities by subfield are ranked by vote. Whenever changes in personnel suggest that an approved staffing plan should be reconsidered, the Chair or any member may propose changes to the Department for a formal vote. The Chair reports regularly on any ongoing searches in other departments or programs that would involve joint, associated or affiliated positions in the Department.

**Section 2.**

If authorization to search is obtained from the Dean, the Chair appoints a search committee consisting of at least X members

[with the following as possible additions:

* including at least one member from outside the department

[departments should specify whether this external member has a vote on the search committee or has only an advisory role]

* one student in the Ph. D. program, who has already submitted a fully approved dissertation proposal but who is not yet on the academic job market as a voting or non-voting member of the search committee.

[This member of the search committee may be elected by the full departmental graduate student cohort from a pool of nominees confirmed by the DGS to be in good academic standing].

The Chair of the Department is an *ex officio* member of all search committees. Only under exceptional circumstances does the Chair of the Department chair a search committee.

**Section 3.**

The committee creates a search plan, including the text of the job advertisement in consultation with the Chair, and submits it for approval by vote to all members, before it is submitted for approval to the relevant Vice Dean.

**Section 4.**

After the applications are reviewed, preliminary interviews are usually arranged for as many promising candidates as is feasible, either virtually or in person.

**Section 5.**

The committee consults with members who have been involved in any preliminary interviews and then creates a ranked short list of (normally three) finalists to invite for campus interviews. If no candidates of exceptional distinction or promise have been identified, further candidates are sought or the search is abandoned.

**Section 6.**

The Chair proposes the finalists to the Dean for consideration and, if they are approved, invites them to campus, where they make presentations to Members and interested students. They are interviewed by the Chair and the appropriate Deans and have an opportunity for conversation with interested Members. An informal meeting with graduate students is normally also scheduled.

**Section 7.**

The application files of all candidates and more complete files of the finalists, including their publications, are made available to the Members who are expected to familiarize themselves with the credentials and publications of the finalists.

**Section 8.**

The committee prepares and distributes to the members of the department, a report that evaluates the finalists (especially their written work), compares them with other faculty in the same field at the same rank, and recommends which, if any, should be pursued further. At a meeting scheduled at least one week later, except in emergency situations, the finalists and the report are discussed.  If the Search Committee deems that one or more of the finalists is unappointable, or any member proposes a vote on the question, members vote, by secret ballot, on which finalists should be ranked for proposal to the Dean. Then each Member ranks all those finalists deemed appointable, by secret ballot, in the order in which they should be proposed to the Dean. (No ballot is valid unless all candidates are ranked and each rank can be used only once.) The rankings for each candidate are totaled, and the candidate receiving the lowest total is proposed as the department’s first choice, the candidate with the next lowest total is proposed as the department’s second choice, and so on. The ranking of the finalist or finalists to be proposed to the Dean is then affirmed or not affirmed by secret ballot.

**Section 9.**

An effort is made to inform members on leave or otherwise not in residence of any searches and to provide materials for them to consider, where feasible. Members who cannot attend the meeting may submit absentee ballots, but no such votes are accepted after the meeting.

**Section 10.**

The Chair forwards the Department’s recommendation to the Dean, including the results of the vote, the report of the search committee, and his or her comments. If the Chair’s view differs significantly from the recommendation of the Department, the members must be informed of that difference immediately in writing.

**ARTICLE V**

**Amendment of the Bylaws**

The Bylaws may be amended by a two-thirds vote at a regular or special meeting. Proposed amendments must be circulated in writing at least one week in advance of such a meeting. Absentee votes on proposed bylaws changes are accepted before the meeting at which they are considered. If no amendments are made to the proposals, the absentee votes are included in the count. If amendments are made, and the absentee ballots could change the outcome, those who cast absentee ballots are given the opportunity to vote on the amended proposal and their votes are included in the count.