Department of Design and Industry
By-Laws and Procedures

The Faculty of the Department of Design and Industry have ultimate responsibility for the curriculum and for making recommendations regarding hiring, retention, tenure, and promotion, subject to University regulations.

I. Participation

A. Membership and Voting Rights
   1. Tenured and tenure-track Faculty in the department, regardless of their time-base or leave status, shall be entitled to full participation in all departmental voting and meetings.
   2. Faculty on early retirement, regardless of their time-base, shall be entitled to full participation in all departmental voting and meetings, consistent with University policy.
   3. The Design and Industry Department Office Manager, Facilities Manager(s) shall all be entitled to full participation in all departmental voting and meetings with the exception of circumstances where departmental or university regulations explicitly specify otherwise.
   4. Voting for Department Chair shall be open to all Faculty. The Senate’s policy on selection of chairs states: “For purposes of selection, appointment, and review of chairs, the term ‘Faculty’ includes tenured and tenure-track Faculty, and instructors of record on a yearly contract excluding temporary Faculty who are also graduate students in the department. Departments shall tabulate votes of temporary Faculty on a pro-rated basis in proportion to the Faculty member’s time-base appointment in the semester in which the review or selection process is initiated.”
   5. Only tenure line Faculty may vote on hiring, promotion and retention of tenure line faculty.
   6. Lecturers, excluding graduate students, shall be entitled to pro rata participation in departmental voting and meetings, other than in those circumstances specified above, consistent with University and Trustee policy.
   7. In the event that University policies should conflict with these provisions, University policies shall take precedence.

B. Meetings

Meetings of the Faculty of the Department shall be held at least once a month during the academic year and additionally as necessary. Attendance at faculty meetings is expected of all tenured and tenure-track faculty members.
   1. Meetings shall ordinarily be scheduled and called by the Department Chair.
   2. Meetings may be called upon the request of one-third of the voting members of the Department.
   4. Quorum shall be set at more than 50% of the number of voting members in the Department who are not currently on leave or early retirement. Lecturers are
always welcome at departmental meetings; however, their presence or absence will not be taken into account in determining a quorum.

5. Votes in most cases shall be conducted by a show of hands. Vote by secret ballot may be requested by a faculty member and may be approved by a majority vote in the meeting.

6. Faculty who are unable to attend meetings may submit proxy votes regarding specific upcoming-minuted proposals in writing (and email) to the Chair.

7. Emeritus faculty may not vote.

8. The aim of department meetings is free and open discussion among colleagues. Participants are expected to behave respectfully toward others, to wait for recognition from the Chair before speaking; and generally to strive for civility and collegiality in discussions.

II. Standing Committees

A. Curriculum Committee

1. The Curriculum Committee shall:
   a) Review and recommend to the Department Chair and Faculty any proposed changes in requirements for undergraduate programs, including majors, minors, CEL classes and Junior College class equivalents in Design and Industry.
   b) Review and recommend to the Department Chair and Faculty regarding all changes in courses offered by the department, proposals for new courses, or deletion of existing courses. The Committee may delegate to the Department Chair the approval of variants of generic courses.
   c) Advise the Department Chair and Faculty regarding all aspects of the undergraduate program, including advising and recruiting of students.
   d) Advise the Chair and Faculty regarding departmental participation in curricular matters outside the department, including general education and other all-university requirements.
   e) All changes to curriculum agreed within the Design and Industry Department must then be taken forward according to University Recommendations where applicable.
   f) Prepare an annual report summarizing the work of the semester and indicating items for the committee’s attention during the following year.

2. The Curriculum Committee consists of at least three members:
   a) Minimal membership includes coordinators of the undergraduate and graduate programs. Additional members can be nominated and elected by the T/TT faculty as a whole, for two-year terms. The committee elects its own chair each year.
   b) All full time faculty are invited to attend and participate in Curriculum Committee meetings.

B. Graduate Committee

1. The Graduate Committee shall:
   a) Review and recommend to the Department Chair and Faculty any changes to policies governing the graduate program.
   b) Review and recommend to the Department Chair and Faculty regarding all changes in graduate courses offered by the department, proposals...
for new ones, or deletion of existing courses. All changes to curriculum agreed upon within the department must then be taken forward according to University Recommendations.

c) Advise the Department Chair and Faculty regarding recruiting, admission and advising of graduate students.

d) Assist Coordinators and graduate selection committees with the shortlisting and ranking of applicants to the graduate program.

2. The Graduate Committee shall consist of the graduate program Coordinator and an additional two Faculty members (for a total of three Faculty members).
   a) Members shall be recommended by the Chair and elected by the voting members as a whole, to serve two-year terms. Voting members may also nominate members.
   b) The Graduate Committee is chaired by the graduate coordinator.

C. Retention, Tenure and Promotion Committee
   1. Responsibilities. The RTP Committee shall:
      a) Comply fully with all University policies and procedures, with all provisions of the collective bargaining agreement, and all Faculty Senate RTP policy.
      b) Review and recommend to the Department Chair and Dean regarding retention, tenure and promotion of probationary Faculty.
      c) Review and recommend to the Department Chair and Dean regarding promotion of tenured Faculty.
      d) Fully support all Faculty coming up for review and advise on processes, good practice, and deadlines in good time.
      e) Observe and review classroom teaching of lecturers. Committee may recruit other full time faculty to this task.
      f) Review and recommend to the Department Chair and Dean regarding the Annual evaluation and retention, of Temporary Faculty that are appointed two or more semesters.

2. Membership. The RTP Committee shall consist of at least three tenured members:
   a) Members may be recommended by the Chair and shall be elected by the voting members as a whole, by secret ballot, to serve three-year terms. Voting members may also nominate members. Provision shall be made to ensure continuity of membership so that in any year there will be carryover of at least one person on a three-member committee and at least two persons on a five-or-more-member committee. In the event a committee member cannot fulfill the term of office, a substitute shall be selected through the standard election procedures to fill out the remainder of the unfulfilled term.
   b) The RTP Committee shall elect its own chair each year.

III. Searches and Selection of Faculty and Department Chairs
   A. Tenure-line Faculty
      1. Constitution of the Hiring Committee
         a) Hiring committees shall be elected by secret ballot of probationary and tenured faculty in the department. At the discretion of the president
and upon request of the department, these hiring committees may also include probationary faculty.

b) Hiring Committees shall consist of at least three tenure (and tenure-track, see item III.A.1.a) faculty members.

2. Responsibilities of the Hiring Committee
   a) Read the files of all applicants
   b) Attend all interviews and presentations by applicants chosen for campus interviews
   c) Maintain the confidentiality of the hiring process.

3. Steps in the hiring process may include some or all of the following:
   a) Drafting the job announcement, in consultation with the Chair, for submission to the Dean.
   b) Reducing a large number of candidates to an initial list of seven to ten.
   c) Conducting reference checks and preliminary interviews with candidates on the initial list.
   d) Deciding which candidates among those on the initial list to invite for on-campus interviews.
   e) Deciding which candidate(s) among those invited for on-campus interviews to recommend for the position. The committee may elect to recommend one candidate, to rank all candidates, to exclude candidates, etc.
   f) Drafting of memo to be submitted to the Chair and the Dean in support of the Committee’s decision.
   g) The Hiring Committee may, by a two-thirds vote, designate a sub-committee to complete any of the aforementioned tasks.

B. Departmental Chair

1. Voting rights for election of department chair:
   a) All tenured and tenure-track Faculty members, and Faculty on early retirement shall be entitled to one full vote, regardless of their time-base during the semester of the selection process.
   b) Lecturers, excluding graduate students, shall be entitled to pro rata participation in chair voting and faculty meetings consistent with University and Trustee policy.

2. The nomination process for internal candidates shall be:
   a) A call for nominations shall go out to all permanent and temporary Design and Industry faculty.
   b) A sub-committee consisting of at least three Faculty members, elected by the Faculty as a whole, shall serve as a nominating committee.
   c) The sub-committee will receive the nominations and determine who is willing to stand for election.
   d) Ballots shall be distributed to all Faculty with voting rights as discussed above.
   e) If no candidate receives a majority of the votes cast, the candidate with the lowest number of votes shall be dropped from the ballot and another vote taken, until one candidate receives a majority of the votes cast.
3. External searches: In circumstances where the University has approved an external search, a Search Committee shall be formed, which shall be a sub-committee of the Hiring committee. The Hiring committee shall be the Faculty as a whole. The hiring of an external chair needs to include a full vote of all eligible faculty similar to that of the election of a chair from within the department.

4. In circumstances where an Acting Chair is required for leave or sabbatical cover, or during the period of an external search (for example), the nomination process shall be the same as for the internal election of a new Department Chair or may be conducted directly by the department.

5. In all other matters the Department follows the existing Academic Senate policy. In the case of contradiction, Academic Senate policy shall take precedence.

IV. Department Administration

A. Department Chair
   1. The current senate policy outlining the duties of the Department Chair can be found here: http://www.sfsu.edu/~senate/documents/policies/F11-145.html

B. Graduate Program Coordinator
   1. The Graduate Program Coordinator shall be recommended by the Chair.
   2. Duties of the Graduate Program Coordinator: to supervise the graduate program; manage the application and selection process for graduate program admissions; manage an active induction and orientation process for incoming graduate students; assist department chair in graduate program review and assessment; attend university graduate program meetings; ensure reasonable access and availability to graduate students in person and by email; monitor and, where necessary, manage the revision of graduate course and program descriptions in the Bulletin.
   3. Contingent upon support from the college administration, the Graduate Program Coordinator shall receive one ‘individual instructional course’ per semester as part of his or her “three and three” teaching load.
   4. Service appointment may be rotated or recruited as faculty resources allow.

C. Undergraduate Program Coordinators
   1. The Undergraduate Coordinators shall be recommended by the Chair.
   2. Duties of the Undergraduate Coordinators: Support the chair in supervising and collaborating in supervising the undergraduate program including bulletin changes; curriculum development; advising; ensure reasonable access and availability to students in person and by email; assist chair in conducting undergraduate program review and assessment; conduct advising sessions for new students; monitor and manage the revision of course and program descriptions in the Bulletin.
   3. Service appointment may be rotated or recruited as faculty resources allow.

D. Study Abroad Coordinators
   1. Duties of the Study Abroad Coordinator: recruitment of students to the study abroad programs, close interface and communication with OIP and bilateral partner universities, filling out study abroad forms and supporting students
throughout the application process, advising and supporting incoming students with class selection, schedules, and any academic concerns, assisting outgoing students upon their return with filling out applications for graduation and updating DAI contracts; monitor and manage the revision of course and program descriptions in the Bulletin.

2. Service appointment may be rotated or recruited as faculty resources allow.

V. Retention, Promotion and Tenure Criteria
   A. The Design and Industry Department’s own criteria for RTP are available from the San Francisco State University Faculty Affairs Website, here: http://academic.sfsu.edu/facaffairs/retention/ as are the general University

VI. Amendment
    These by-laws may be amended by a quorum (see I B 4 above) of the voting members at a departmental meeting.

VII. Rights
    The enumeration of rights granted under these by-laws should not in any way be construed to deny or diminish others retained by Design and Industry Department Faculty and Staff.