

**Department of Philosophy**  
University of Maryland

**Plan of Organization**

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**PREAMBLE**

The purpose of the Department's organization is to enable it to fulfill its educational and scholarly functions with distinction, and to play its proper role in Campus affairs. The elements in the organization are the Chair, the Associate Chair and other officers of the department, standing and ad hoc committees, and the Committee of the Whole. The Committee of the Whole is constituted by the Department's tenure-track (TTK) faculty as well as one representative of the Department's professional track (PTK) faculty.

**OFFICERS**

**I. Definitions**

- A. For purposes of this Plan, *the faculty* consists of all persons having tenure-track, emeritus/emerita, affiliate, or professional track appointments in the Department of Philosophy. The tenure-track faculty is comprised of individuals who either have tenured appointments in the Department or have appointments in the Department that make them eligible for tenure at the University of Maryland. The professional track faculty is made up of individuals who have faculty appointments in the Department, but whose appointments do not make them eligible for tenure at the University.
  
- B. In respect of the Chair's appointment of departmental officers and committee members the phrase "*with the advice and consent of the Committee of the Whole*" is to be understood as requiring the following: The Committee of the Whole shall have received notification of the name of a nominee for office at least one week before that nominee is appointed to the office in question. If any member of the Committee of the Whole requests to the Chair in writing that a formal vote be taken, the appointment shall be submitted to the Committee of the Whole for a vote. Balloting shall be by secret ballot if so requested by any voting member. Where a formal vote is taken, no nominee shall be appointed who receives less than one half of the vote.

**II. Department Chair**

- A. The Chair is appointed by the President of the University of Maryland, in consultation with the Provost and the Dean of the College of Arts and Humanities (hereinafter 'the Dean' and 'the College'), normally for a once-renewable five-year term. In the case of appointment, reappointment, and renewal, the decision is to be made after consultation

with the Committee of the Whole who shall communicate their views to the Dean via a Chair Search or Review Committee set up by the Dean for the purpose.

- B. The Provost of the University of Maryland has specified duties of the Chair in the policy “University of Maryland Chair Roles, Responsibilities, and Authorities.” According to the policy, these duties involve, but are not limited to, the following:
1. Leadership, strategic planning, and governance. The Chair is authorized and expected to provide leadership toward the achievement of excellence in the teaching, research, and service activities of the Department.
  2. Department climate and culture. The Chair is the Department's steward, and in that role is authorized and expected to exemplify, model, and ensure an inclusive, collegial, and professional environment for faculty, staff, and students.
  3. Instruction and Program Development and Management. The Chair is authorized and expected to direct and oversee the Department's academic programs, including instructional workload assignments, course instruction assignments, course scheduling, and curriculum.
  4. Recruitment, Development, and Recognition. The Chair is authorized and expected to serve as the Department's hiring authority, and is responsible for the recruitment and selection of a diverse faculty and staff.
  5. Supervision and Management. The Chair is responsible for accurate, fair, and equitable administration of the Departmental budget, including preparation of budget requests, establishing priorities, and ensuring against malfeasance or over-spending. The Chair is authorized and expected to supervise and manage the Department's faculty and staff.
  6. Administration. The Chair is authorized and expected to engage in and complete routine administrative activities that ensure the effective operation the Department, such as approving faculty and staff leave, assigning and/or re-allocating space as appropriate, and signing off on grant proposals.
  7. Compliance. The Chair is authorized and expected to ensure that the Department and its faculty and staff are in compliance with Department, College, University, University System of Maryland (System), state, and federal policies, procedures, guidelines, and expectations.
- C. The Chair appoints faculty members as Department officers, presides at Department meetings, and represents the Department to other Campus units and to philosophy departments and professional associations elsewhere. If unable to attend a meeting, the Chair shall appoint another faculty member – usually the Associate Chair – to preside.
- D. In the event that an Acting or Interim Chair is to be appointed, the main elements of the procedure described in II.A shall be followed.

### **III. Associate Chair**

- A. The Department Associate Chair is selected by the Chair with the advice and consent of the Committee of the Whole, normally for a three-year term. In no case is the Associate Chair's appointment to be renewed beyond any three-year term without such

advice and consent. The Associate Chair must be a tenured member of the faculty.

- B. The duties of the Associate Chair:
1. To assist the Chair in the day-to-day operation of the Department, involving such matters as supervision of the Department office.
  2. To lead in the execution of the Department's Programs, Curricula and Courses (PCC) tasks, for example, to shepherd courses through College and University processes so that the courses can satisfy general education requirements.
  3. To represent the Chair in College and Campus business when so requested by the Chair. Where appointment, promotion, and tenure matters are concerned, however, the Associate Chair's participation shall be limited to those functions otherwise consistent with the Associate Chair's academic rank.

#### **IV. Director of Undergraduate Studies in Philosophy**

- A. The Director of Undergraduate Studies in Philosophy is selected by the Chair with the advice and consent of the Committee of the Whole. The Director must be a tenured member of the faculty, unless an exception is made by a three-fifths majority vote of the Committee of the Whole.
- B. Duties of the Director of Undergraduate Studies in Philosophy:
1. To make decisions and carry out policies on a day-to-day basis concerning the Philosophy major and minor.
  2. To recommend and formulate changes in policy concerning the major or minor.
  3. To supervise undergraduate advising of Philosophy majors and minors within the Department.
  4. To consult undergraduates when student input is needed to improve the Philosophy major or minor or to comply with Department, College, or Campus procedures.
  5. To work with the ARHU Dean's Office and the Office of Undergraduate Studies on student recruitment and student career placement as well as to attend ARHU and Office of Undergraduate Studies meetings of Directors of Undergraduate Studies.
  6. To serve on the Scheduling Committee.

#### **V. Director of Undergraduate Studies in Philosophy, Politics, and Economics (PPE) or Director of PPE**

- A. The Director of Undergraduate Studies in PPE is selected by the Chair with the advice and consent of the Committee of the Whole. The Director must be a tenured member of the faculty, unless an exception is approved by a three-fifths majority vote of the Committee of the Whole.
- B. Duties of the Director of Undergraduate Studies in PPE:
1. To make decisions and carry out policies on a day-to-day basis concerning the PPE

- major.
2. To serve on the PPE Steering Committee and coordinate with Steering Committee members from the Departments of Economics and Government and Politics.
  3. To recommend and formulate changes in policy concerning the major.
  4. To supervise undergraduate advising of PPE majors within the Department.
  5. To consult undergraduates when student input is needed to improve the PPE major or to comply with Department, College, or Campus procedures.
  6. To work with the ARHU Dean's Office and the Office of Undergraduate Studies on student recruitment and student career placement as well as to attend ARHU and Office of Undergraduate Studies meetings of Directors of Undergraduate Studies.
  7. To serve on the Scheduling Committee.

## **VI. Director of Graduate Studies**

- A. The Director of Graduate Studies is selected by the Chair with the advice and consent of the Committee of the Whole. The Director of Graduate Studies must be a tenured member of the faculty, unless an exception is approved by a three-fifths majority vote of the Committee of the Whole.
- B. Duties of the Director of Graduate Studies:
  1. To supervise the progress of graduate students, including by meeting with individual graduate students periodically.
  2. To inform the Department on a regular basis of the progress of graduate students, normally by organizing a graduate review meeting each semester.
  3. To recommend and formulate changes in policy concerning the graduate program.
  4. To consult graduate students when student input is needed to improve the graduate program or to comply with Department, College, or Campus procedures.
  5. To serve on the Scheduling Committee and to assign teaching assistants to courses in consultation with the Scheduling Officer.
  6. To work with the ARHU Dean's Office and the Graduate School on issues concerning graduate student recruitment, funding, progress, and placement as well as to represent the department at ARHU and Graduate School meetings.
  7. To support graduate students in their pursuit of fellowships and external funding.

## **VII. Director of Graduate Admissions**

- A. The Director of Graduate Admissions is selected by the Chair with the advice and consent of the Committee of the Whole. The Director of Graduate Admissions must be a tenured member of the faculty, unless an exception is approved by a three-fifths majority vote of the Committee of the Whole.
- B. The Director of Graduate Admissions leads and organizes the work of the Graduate Admissions Committee in admitting and recruiting a diverse array of graduate students.

**VIII. Scheduling Officer**

- A. Selected by the Chair with the advice and consent of the Committee as a Whole, the Scheduling Officer must be a tenure-track member of the faculty, unless an exception is approved by a three-fifths majority vote of the Committee of the Whole.
- B. The Scheduling Officer performs functions specified under Course Scheduling Committee below.

**IX. Graduate Placement Officer**

- A. Selected by the Chair with the advice and consent of the Committee as a Whole, the Graduate Placement Officer must be a tenure-track member of the faculty, unless an exception is approved by a three-fifths majority vote of the Committee of the Whole.
- B. The Graduate Placement Officer helps students to prepare for the academic job market and guides them through the application process. If feasible, the Placement Officer also helps them to prepare for positions outside of academia.

**X. Director of Teaching Assistant/Instructor Training**

- A. Selected by the Chair with the advice and consent of the Committee as a Whole, the Director of Teaching Assistant/Instructor Training must be a tenure-track member of the faculty, unless an exception is approved by a three-fifths majority vote of the Committee of the Whole.
- B. The Director of Teaching Assistant/Instructor Training holds workshops to develop the pedagogical skills of graduate students and other non-tenure-track instructors serving as teaching assistants or teaching their own courses. The Director also helps to ensure that the teaching effectiveness of non-TTK instructors is regularly evaluated.

**XI. Diversity Officer**

- A. Selected by the Chair with the advice and consent of the Committee as a Whole, the Diversity Officer must be a tenure-track member of the faculty, unless an exception is approved by a three-fifths majority vote of the Committee of the Whole.
- B. The Diversity Officer functions as an interface between the department and the university on issues of diversity and inclusion, promoting relevant departmental initiatives, as well as highlighting to the department opportunities for diversity recruitment. The Diversity Officer provides content for the Diversity and Inclusion webpage on the department's website, ensuring its timeliness and accuracy.

**XII. Digital Media Officer**

- A. Selected by the Chair with the advice and consent of the Committee as a Whole, the Digital Media Officer must be a tenure-track member of the faculty, unless an exception is approved by a three-fifths majority vote of the Committee of the Whole.
- B. With input from other departmental officers, the Digital Media Officer is responsible for designing, revising, and updating the Department's digital media, especially its website. The Digital Media Officer acts as an interface between the Department and the College regarding digital media.

## **COMMITTEES**

### **I. Committee of the Whole**

- A. The Committee of the Whole is composed of all tenure track faculty of the Department as well as one representative of the Department's professional track faculty and is chaired by the Department Chair or the Associate Chair acting as the Chair's deputy.
- B. A PTK faculty member is eligible to serve as the representative of PTK faculty on the Committee of the Whole only if the faculty member has a full-time appointment in the Department. A PTK representative is elected for a term of one academic year on the Committee of the Whole. All and only PTK faculty are eligible to vote in the elections of representatives.
- C. The Committee of the Whole along with the Chair shall have responsibility in the Department for: curriculum development; priorities for growth and retrenchment; the selection of departmental committee members; teaching practices and their assessment; and amending this Plan of Organization. In accordance with Department policies, establishing Departmental criteria for and carrying out appointments, reviews, and promotions of tenure track faculty shall be the responsibility solely of the Chair and of those tenure-track faculty of appropriate rank. The Committee of the Whole shall elect Department representatives to College and University governing bodies.
- D. All faculty, graduate students, and undergraduate philosophy or PPE majors are entitled to attend Department meetings or portions of meetings that do not concern personnel issues. In other instances not involving personnel issues, the Chair may declare the meeting closed to certain constituents, but in such cases the Chair shall give reasons for so acting.
- E. Only members of the Committee of the Whole may vote, and only tenure-track members may vote on amending the Department's APT Policy or, if of appropriate rank, on appointments, promotions, or reviews of tenure-track faculty.
- F. A majority of the Committee of the Whole, not including members on leave, constitute a quorum. Members of the Committee of the Whole who are on leave have the right to attend meetings and to vote, and are counted towards a quorum if they do attend.

- G. Only those members of the Committee of the Whole in attendance at meetings at which a vote is taken may vote.
- H. Meetings of the Committee of the Whole shall be called by the Department Chair, or by petition signed by at least twenty per cent of the members of the Committee of the Whole, or by a majority of the Faculty Advisory Committee. In each semester (fall and spring) the Committee of the Whole shall meet at least twice.
- I. The Committee of the Whole may by resolution advise the Chair or the University Administration through the Chair on any matter of concern to the University.

## **II. Course Scheduling Committee**

- A. The Scheduling Committee consists of (a) the Scheduling Officer, (b) the Director of Undergraduate Studies in Philosophy, (c) the Director of Undergraduate Studies in PPE, (d) the Director of Graduate Studies, (e) the Department Chair, and (f) the Department Associate Chair. (The roles of Scheduling Officer and Associate Chair may be filled by the same person.)
- B. The Scheduling Committee will carry out the Scheduling Process, which needs to be simple and predictable, as students and faculty need to have stable expectations about the curriculum for the semesters ahead. Many courses need to be offered regularly, either every semester or every year or every few years.
  - 1. The Scheduling Officer will put together a draft of the schedule, starting with the courses that the Department is committed to offering regularly (e.g., Gen Ed classes, courses needed by majors, “core” courses, popular courses), and taking into account the preferences of faculty.
  - 2. The Scheduling Officer will pass the draft to the Scheduling Committee for discussion and development. The Scheduling Officer will then send faculty the developed draft of the schedule, with many offerings specified fully (e.g., course, instructor, time). Faculty will be asked for suggestions, and the Committee will determine if adjustments need to be made.
- C. Resolution of Conflicts: If, after discussion with the Scheduling Committee, the Departmental Chair or a faculty member does not agree with a course assignment, then the matter will be brought to the Faculty Advisory Committee, which will, if possible, suggest a resolution. But, as specified in Campus policy, the authority to determine teaching assignments rests with the Chair.

## **III. Graduate Admissions Committee**

- A. The Graduate Admissions Committee is normally constituted by the Director of Graduate Admissions and three tenure-track faculty with various areas of expertise in philosophy.

- B. The Graduate Admissions Committee evaluates applicants to the Department's MA and PhD programs and recruits admitted students.

**IV. Appointments, Promotions, and Tenure (APT) Committees for Tenure Track Faculty**

- A. APT Committees shall be formed and constituted in accordance with the Department's APT policy.
- B. The procedures to be followed by the Department's APT Committees shall be specified in its APT policy.

**V. Appointments, Evaluation, and Promotion (AEP) Committees for Professional Track Faculty**

- A. AEP Committees shall be formed and constituted in accordance with the Department's AEP policy.
- B. The procedures to be followed by the Department's AEP Committees shall be specified in its AEP policy.

**VI. Salary Committee**

- A. The Salary Committee consists of the Chair and three members of the faculty who are elected by the Committee of the Whole in accordance with the procedures specified in the Department's Salary Committee Policy. One of the professors is elected to serve as chair.
- B. The Committee has as its responsibility the allocation to faculty members of available funds for merit pay increases. The Committee shall make its recommendations in accordance with the Department's Salary Committee Policy.
- C. The Department Chair will recommend merit increases to the Dean in accordance with Salary Committee's recommendations and the Department's Salary Committee Policy.

**VII. Committee for Review of Tenured Faculty**

- A. Tenured faculty shall be reviewed every five years on a staggered basis.
- B. The constitution of and procedures to be followed by the Committee for Review of Tenured Faculty shall be as specified in the Department's Post-Tenure Review Policy.

**VIII. Faculty Advisory Committee to the Chair**

- A. The Faculty Advisory Committee (FAC) shall consist of three tenured faculty members elected by the Committee of the Whole by secret ballot. The term of membership is



one year. No faculty member may serve on the FAC in any year in which they have a term or more of leave. In electing the membership of the FAC, faculty should (where possible, and at least when considered over a run of a number of years) aim to ensure attention to issues of diversity, and of diversity of opinion. At its first meeting the FAC shall elect its Chair if one is needed.

- B. The FAC shall meet with the Department Chair at least once during each of the fall and spring semesters. Meetings of the FAC may be called by the Department Chair, the Chair of the FAC, or at the request of two members of the FAC.
- C. The FAC shall advise the Chair on all matters of interest and concern to the department, including budget decisions, curricular matters, facility planning, diversity issues, and administrative personnel issues when necessary.
- D. Any member of the faculty who has a grievance against the Department Chair may relate their grievance to the Chair of the FAC who will share this information with the other members of the committee. The FAC shall in a timely manner hold a meeting in which it discusses this grievance with the Department Chair in order to arrive at a reasonable resolution of the grievance. The FAC shall provide minutes of this meeting to the Department Chair and to the member of the faculty who raised the grievance.
- E. The FAC is authorized to make executive decisions on pressing matters whenever the Department Chair and Associate Chair are unavailable.

## **REVIEW AND AMENDMENTS**

- I. Amendments to this plan of organization shall be presented in writing to the Committee of the Whole ten working days before the first meeting at which they are to be considered. A three-fifths majority vote shall be required for adoption.
- II. Every five years the faculty shall elect a committee of three to review the Plan of Organization and tender any required amendments to the Committee of the Whole for approval.