BY-LAWS OF THE DEPARTMENT OF ITALIAN
Approved by the Executive Committee 5/08/2018

A. Membership and Voting Rights

1. Regular faculty holding full-time appointments as full, associate, and assistant professors of Italian appointed in the Faculty of Arts and Sciences of Columbia University are members of the Department. Faculty members holding appointments in other departments or faculties of the University may become members of the Department by majority vote of members present and voting. All members mentioned above have voting rights in departmental meetings. Adjunct faculty, visiting professors, and lecturers are members of the Department but do not have voting rights in departmental meetings.

2. The Executive Committee consists of all tenured members appointed in the Department as defined in Section A(1). The Executive Committee, by two-thirds vote, may grant voting membership on the Executive Committee to tenured members of other departments or faculties in the University.

B. Officers of the Department

1. The Chair, to be nominated from among the tenured members of the Department. Early in the final semester of the incumbent’s term, all members of the professorial rank faculty will be asked by the DAAF to nominate candidates from among the tenured faculty, including themselves (if tenured). The list of candidates will then be made available to the professorial rank faculty. After at least three weeks, in a secret and anonymous procedure (whether paper or electronic), professorial rank faculty members will vote “yes” or “no” for each name on the ballot. Ballots will be counted by the DAAF and the incumbent chair, preserving confidentiality. If the chair’s name is also on the ballot, a senior member of the faculty or a former chair whose name is not on the ballot will replace him or her. The candidate with the majority of votes will be elected chair. If there is a tie between two candidates, a second round of voting will be conducted following the same procedure but limited only to the two names in question. The proposed Chair’s name shall then be submitted to the Executive Vice President for Arts and Sciences for endorsement and forwarding to the Provost for presidential approval. The term of office is three years; it may be renewed by the same procedure used for initial election.
2. The Chair will, when necessary (as during an academic leave), appoint an Acting Chair from among the tenured members of the Department, with the approval of the Executive Vice President for Arts and Sciences.

3. The Director of Graduate Studies (DGS), to be appointed by the Chair from among the tenured members of the Department unless no tenured member is available in a particular year. The DGS oversees and coordinates the graduate program. The term of office shall be one year and may be renewed.

4. The Director of Undergraduate Studies (DUS) for Columbia College and the School of General Studies, to be appointed by the Chair. The DUS oversees and coordinates the undergraduate program. The term of office shall be one year and may be renewed.

5. The duties of the Chair, DGS, and DUS include those enumerated in the most recent Faculty Handbook (http://www.columbia.edu/cu/vpaa/handbook/organization.html), and such other duties as the Executive Vice President for Arts and Sciences shall specify.

C. Appointments

1. The Chair appoints members of both standing and non-standing committees, such as search, review, and promotion committees.

2. The Executive Committee votes on all faculty reviews, promotions to tenure, outside appointments with tenure, membership in the Executive Committee, and on such matters as the Chair or the Executive Committee shall determine.

3. The voting members of the Department vote on all new non-tenured faculty appointments, affiliate faculty appointments, and graduate student admissions.

D. Meetings

1. The Executive Committee shall meet upon the call of the Chair or of any two members. A quorum shall consist of the majority of its voting members. Voting in absentia is permitted.
2. The Department’s professorial faculty shall meet at least once in each semester and may have additional meetings at the call of the Chair or of any three members. A quorum shall consist of the majority of its voting members. Voting in absentia is permitted.

E. Amendments

Amendments to these by-laws shall require a majority vote of the voting members of the Department. No amendment shall be voted upon until two weeks have elapsed following proposal of such amendment. Amendments may be proposed at departmental meetings or in writing to all voting members of the Department.