

Bylaws of the Earth Institute Faculty

As Amended April 2014

Preface

The faculty of the Earth Institute will be responsible for studies in the field of sustainable development. They will guide and academically govern the future direction of the Earth Institute including its research, educational and practice programs. The major purpose of the EI faculty will be the formulation of the academic discipline in sustainable development and its academic governance.

In order to function effectively as academic governance body, the EI faculty will be guided by the following bylaws that clearly define its responsibilities, privileges, and opportunities.

STATED RULES OF THE FACULTY OF THE EARTH INSTITUTE

(1) Membership

- A. The Earth Institute faculty shall consist of the endowed Earth Institute professors and other members of the Columbia University faculty selected for their expressed interest and record of accomplishment in the field of sustainable development.
- B. Membership will be determined by intellectual needs and available resources and will come from existing faculty of the university, as well as through searches and recruitments.
- C. The Earth Institute faculty will comprise several levels of membership:
 - a. Regular members: Regular Earth Institute faculty members will carry the primary responsibility for research, educational, and practice programs of the Earth Institute. Their appointment in the Institute will be coterminous with the instructional or research appointment in one of the academic units in the university. Their privileges, responsibilities, and compensation will be determined through an agreement negotiated among the Earth Institute, the home school or department, and the faculty member. Regular members of the Earth Institute faculty must be full-time Columbia Officers of Instruction with an unmodified, clinical, or practice title, full-time Lamont research professors, or adjunct faculty members with exceptional qualifications not represented on the full-time faculty. The individual's nomination will be forwarded to the Provost for approval after a formal vote by the regular members of the Earth Institute faculty. The Executive Committee shall adopt policies and procedures for the submission of nominations to the Earth Institute faculty. Regular faculty members can request termination of their appointment to the Earth Institute faculty. Such action will require 6 months written notice whenever possible.
 - b. Associated members: Associated members will contribute to the academic governance of the Institute without a formal agreement and without compensation. Associated members can be full-time Columbia Officers of Instruction of professorial rank, or full-time professional Officers of Research.
 - c. The nominations of regular and associated Earth Institute faculty members will be forwarded by the Chair of the Earth Institute faculty to the Provost for approval after a formal affirmative vote by the Earth Institute faculty.

- d. Ex officio members: Ex officio membership is tied to a function that is held through title/office and is vital for the academic governance of the research, education, and practice programs of the Earth Institute. Ex officio members will include the directorate of the EI (Director, Executive Director, Associate Director, and Director of Research), directors of EI research units, and chairs of affiliated departments, excepting those departments whose chairs are regular members of the faculty of the Earth Institute. The Executive Committee shall adopt policies and procedures for determining which EI research unit directors and chairs of affiliated departments will become ex officio members.
- e. Junior faculty members: The Earth Institute faculty recognizes the importance of engaging junior faculty in the Earth Institute community. Their role is designed to allow inclusion of thoughts, ideas, and problems of junior scholars in the Earth Institute faculty deliberations and decisions, without diverting a significant amount of time from their research and teaching during an important phase of their career development. Junior members on the Earth Institute faculty will be experts in their respective field, as well as in the field of sustainable development. Junior faculty will be appointed as untenured members to the faculty with a term coterminous with their tenure review. If and when a junior faculty member receives tenure, he or she will cease to be a junior faculty member of the Earth Institute faculty, and the Earth Institute faculty (by vote) may recommend that the person become an associated member or a regular member of the Earth Institute faculty. Junior faculty members may terminate their membership in the Earth Institute faculty at any time.
- f. Emeritus members: Any regular member of the Earth Institute faculty who receives emeritus status in the university will become an emeritus member of the Earth Institute faculty upon written request to the Chair of the Earth Institute faculty. Emeritus members may attend and participate in faculty meetings, may be members of committees, and may teach. Emeritus members will not have a vote in any matter. The Earth Institute will not provide the home school/department with compensation for the emeritus members' time and service. A regular member of the Earth Institute faculty who retires or otherwise ceases to be a member of the university's faculty and does not receive emeritus status in the university, ceases to be a member of the Earth Institute faculty.

(2) Obligations

Regular Earth Institute faculty members are responsible for the overall academic governance, research, education, and practice. The faculty responsibilities and related percent of effort to be dedicated to EI will be determined in an agreement among the Earth Institute, the home school or department, and the faculty member. These agreements will be negotiated individually for each Earth Institute faculty member. They will define the research, teaching or practice activities (or a combination thereof) expected from the Earth Institute faculty member, as well as the contribution of salary by the Earth Institute, the distribution of ICR from grants of the faculty member, and the allocation of space required for Earth Institute-related activities.

Associate Earth Institute faculty members contribute to the overall mission of the Earth Institute through contributions to research, education, and practice. Junior faculty members will contribute to the group with ideas and considerations but will not be asked to serve on

Committees. Ex officio members of the Earth Institute faculty will contribute the views of their units or programs to the discussions of the Earth Institute faculty and in turn inform these entities of the outcomes of the deliberations of the Earth Institute faculty.

(3) Voting Rights

A. Regular faculty members

a. Regular members of the Earth Institute faculty with the title of Officer of Instruction vote on all matters that are decided by the Earth Institute faculty including appointments of regular and associated faculty; promotion and tenure of EI faculty members, hiring and promotion of Earth Institute Research Scientists; educational programs; practice programs; adoption of priorities and strategic plans; and changes in the bylaws.

b. Regular Earth Institute faculty members with the title of Officer of Research will vote on all matters listed under (3)A.a., except matters of appointment and promotion of Officers of Instruction.

B. Junior faculty members will have voting rights consistent with regular members of the Earth Institute faculty, with the restriction that they cannot vote on matters pertaining to appointment of faculty above their own rank, or the promotion of faculty to levels above their own rank.

C. Associated members and ex officio members vote on matters pertaining to educational programs; practice programs; and the adoption of priorities and strategic plans.

D. Votes are valid only when the meeting attains a quorum (simple majority) of voting faculty. Except in cases of recommendation for appointments, promotion and tenure, all voting faculty cast an equal vote. In recommendations for promotion and tenure cases, only regular faculty members at or above the rank of the position under consideration cast a vote.

E. On all matters except the election of a Chair, appointments, promotion and tenure, bylaw changes, and certain other issues of major importance, the passage of the motion is decided by simple majority of the yes and no votes (abstentions not being considered). Written ballots are to be used if any voter so wishes, although written ballots on matters of tenure must be signed.

F. Matters involving the election of a Chair; appointments; promotion and tenure; bylaw changes; and other issues deemed by the Chair to be of major importance to the Earth Institute faculty, will be voted upon as follows:

a. The issue must be thoroughly discussed prior to any vote.

b. The vote on the issue will then be by ballot (yes, no, abstain) distributed to all regular faculty (or regular faculty at the rank of tenured associate or full professor for issues of appointments, promotions and tenure of regular Earth Institute faculty members). Ballots may be returned by mail, fax or e-mail. Balloting will close 21 days after the distribution of the ballots. The motion will pass only if at least two-thirds of those voting yes or no cast a yes vote and also the total number of yes votes is at least a simple majority of eligible voters. Faculty on leave may vote by mail, fax or e-mail.

(4) Officers

- A. Chair and Associate Chair. The Earth Institute faculty will elect a Chair and an Associate Chair for a three-year renewable term. The Chair and the Associate Chair shall each be a regular member at the rank of full professor (with a modified or an unmodified title). Either the Chair or the Associate Chair must be a tenured faculty member. Election requires a majority of the votes cast by the regular faculty in a written ballot. The nomination shall be submitted, no later than May 31, through the Director of the Earth Institute, to the Provost of the University for approval of appointment commencing July 1st of that year. Duties of the Chair include:
- a. Call the meetings of the Earth Institute faculty and developing the meeting agendas.
 - b. Appoint chairs of all standing and ad hoc Earth Institute faculty committees.
 - c. In consultation with the Associate Chair (defined below), identify teaching needs and suggest teaching duties to the members of the Earth Institute faculty.
 - d. Represent the Earth Institute faculty inside and outside the University.
 - e. In consultation with the Director and Executive Director of the Earth Institute, as well as the Chair of the home school or department, negotiate with prospective candidates for Earth Institute faculty appointments.
 - f. Appoint reading committees for decisions related to appointment of tenured faculty members to the Earth Institute faculty and promotion to or within the tenured Earth Institute faculty.
 - g. Serve, ex-officio (with voting privilege), on all Earth Institute faculty committees.
- B. Associate Chair. The term of the Associate Chair will be tied to that of the Chair and the Associate Chair will report to the Chair. The Associate Chair will be a full professor of the regular faculty (with a modified or unmodified title).

(5) Powers

- A. It shall be the duty of the Earth Institute faculty to:
- a. Provide the intellectual underpinning of Earth Institute activities. It will formulate and update the general vision and specific goals of the Earth Institute in the fields of research, education, and practice including a strategic plan. In the framework of this general activity, the faculty will have responsibility for setting priorities for building and institutionalizing the Earth Institute.
 - b. Expand educational activities in collaboration with Columbia University schools and departments. The Earth Institute faculty, jointly with Columbia University Schools and departments, will coordinate undergraduate and graduate education programs in the field of sustainable development and initiate and facilitate the developments of new degree programs as needed for the growth and consolidation of this field.
 - c. Design a plan for Earth Institute Professorship recruitments to achieve the overall goals of the Earth Institute.
 - d. Review and approve nominations of candidates for appointment to and promotion of Earth Institute research scientist positions and for visiting appointments.
 - e. Review and nominate for appointment existing Columbia faculty to faculty of EI.

- f. Review the status of the existing Earth Institute entities and develop procedures that ensure balanced strength between natural and social sciences to accomplish Earth Institute goals.
 - g. Consider the most appropriate intellectual structure and physical home for efficiently conducting Earth Institute academic affairs.
 - h. Make all such regulations for its own proceedings, and for the better governance of the Earth Institute.
- B. Nothing contained herein shall be deemed to impair the powers of the Faculties of any and all schools and departments of Columbia University.

(6) Committees

- A. Executive Committee. The Executive Committee of the Earth Institute faculty shall consist of the Chair of the Earth Institute faculty, the Associate Chair, the Earth Institute Director (ex officio), the Earth Institute Executive Director (ex officio), the Associate Director of the Earth Institute (ex officio), the chairs of the standing committees and at least two and no more than four Earth Institute faculty members at large. The at large executive committee members will be drawn from the regular or associated EI faculty at the rank of full professor or from the ex officio members and will be appointed by the Chair of the Earth Institute faculty. The Chair of the Earth Institute faculty will chair the Executive Committee. The members of the Executive Committee will serve staggered three-year renewable terms. The Executive Committee shall guide strategic decisions concerning the intellectual agenda of the Earth Institute including the development and review of the Institute's strategic plan and the setting of priorities for new initiatives and research programs. The Committee will make recommendations on these matters to the full Earth Institute faculty.
- B. Education Committee. The Education Committee shall consist of at least four and no more than six regular EI faculty, or associated or ex officio members. The Director of the Office of Academic and Research Programs of the Earth Institute shall be an ex officio member of the Committee. Each faculty member shall serve a staggered three-year renewable term. The Chair of the Education Committee must be an EI faculty member with the rank of full professor and shall be appointed by the Chair of the Earth Institute faculty. Members of the Education Committee shall be appointed by its Chair in consultation with the Chair of the Earth Institute faculty. The Committee may expand itself on a temporary basis, if needed, for the purpose of evaluating existing and developing education programs and proposals. The Education Committee will develop and, in collaboration with departments and schools, implement the educational programs on sustainable development. The Committee will make recommendations on these matters to the full Earth Institute faculty.
- C. Appointments Committee. The Appointments Committee shall consist of at least five and no more than seven regular EI faculty members. Three of these members will hold the title of tenured full professor. The Chair of the Appointments Committee must be an EI faculty member with the rank of full professor and shall be appointed by the Chair of the Earth Institute faculty. The Executive Director of the Earth Institute shall be an ex officio member of the Appointments Committee. Each Appointment Committee member shall serve a staggered three-year renewable term. The Appointment Committee members shall be appointed by its Chair in consultation with the Chair of the Earth Institute faculty. The Appointments Committee will evaluate all matters related to appointment and promotion of non-tenured faculty in collaboration with home departments and schools, as well as all

research appointments. Appointments and promotions of tenured faculty members will be evaluated by reading committees appointed by the chair of the EI faculty. The Committee may expand itself on a temporary basis, if needed, for the purpose of evaluating research and academic appointment proposals. The Committee shall be responsible for various aspects of the development and evaluation of non-tenured faculty and research appointments, as well as faculty teaching and research. The Committee will make recommendations on these matters to the full Earth Institute faculty.

- D. Practice Committee. The Practice Committee shall consist of at least four and no more than 6 regular EI faculty or associated or ex officio members. The Director and Associate Director of the Earth Clinic shall be ex officio members of the Committee. The Chair of the Practice Committee must be an EI faculty member with the rank of full professor and shall be appointed by the Chair of the Earth Institute faculty. Each Practice Committee member shall serve a staggered three-year renewable term. The Practice Committee members shall be appointed by its Chair in consultation with the Chair of the Earth Institute faculty. The Committee may expand itself on a temporary basis, if needed, for the purpose of evaluating existing and developing practice projects and programs. The Committee shall be responsible for the practical projects and programs of the Earth Institute. The Committee will make recommendations on these matters to the full Earth Institute faculty.

Additional Committees can be established as needed by the Chair of the Earth Institute faculty. Junior faculty will not normally be asked to serve on a committee.

(7) Annual Reviews and Promotions

- A. Regular Earth Institute faculty members will submit an annual report with their CV and publication list to the Chair of the EI faculty, annotating which elements are relevant to the Earth Institute. Utilizing this report, the Chair will negotiate with the faculty member the responsibilities to the Earth Institute for the coming year and readjust them if appropriate. The Chair of the Earth Institute faculty will provide information to the chair of the faculty member's home department concerning the faculty member's contributions to the Earth Institute, at such times as the faculty member's potential promotion or reappointment is under consideration. If the work arrangements within the EI change, a letter from the Chair outlining the new responsibilities will be sent to the faculty member's home school or department.
- B. Regular faculty members of the Earth Institute shall participate in the promotion of its regular faculty within the faculty member's home school or department. The Executive Committee of the Earth Institute faculty will review the promotion materials and make a written recommendation on the promotion. A letter from the Chair with the recommendation will be sent to the faculty member's home school or department.

(8) Meetings

- A. The faculty shall meet at least two times each fall and spring semester. Additional meetings or retreats may be called by the Chair of the faculty at any time upon two weeks' notice.
- B. For ordinary business a simple majority of the Earth Institute faculty members shall constitute a quorum. Decisions on appointments or promotions require a 2/3 majority of

the regular Earth Institute faculty members. Votes on appointments or promotions may be submitted electronically.

- C. Committees shall meet at least two times each fall and spring semester. Additional meetings or retreats may be called by the Chair of the Committee at any time upon two weeks' notice.
- D. Appointment to Committee membership shall be held in the spring for the coming academic year.
- E. In all other respects, meetings shall be conducted according to the rules of order commonly observed by deliberative assemblies in this country.

(9) Amendments

Amendments to these rules may be proposed at any regular meeting of the Earth Institute faculty, but may not be voted upon before the following regular meeting of the faculty. Prior to this second meeting, notice of the proposed amendment must be sent to all regular members of the faculty. Voting on the amendment will follow the process specified in 3E above.