Appendix B: Philosophy Departmental Workload

PHILOSOPHY DEPARTMENTAL WORKLOAD

In accordance with Collective Agreement (CA) the Department of Philosophy has established the following workload standard.

1. Normal teaching responsibilities

Faculty members normally teach four half-course equivalents per year, three half-course equivalents at the 100 to 300 level, together with one half-course at the 400, 800 or 900 levels. In normal circumstances, members of the department will teach a reasonable mix of large and small, and junior and senior classes. In addition, from time to time, faculty members may be involved in the supervision of independent or directed studies. Activities involved in graduate and undergraduate teaching may include curriculum development, preparation of lectures, presentation of lectures, conduct of seminars, preparing and conducting examinations, evaluation (including the grading of examinations and essays), independent consultation with students, responding to student enquiries, and in large classes the supervision of teaching assistants.

2. Graduate supervision

All faculty members are expected to be active in supervising or assisting in the supervision of graduate dissertations and theses in their respective fields. Participation in thesis examinations is also a part of this expectation.

3. Research

All faculty members are expected to be active in academic research in their respective fields and to disseminate their findings in publications, conference presentations, colloquia, etc.

4. Administration

Although members of committees are ultimately elected by a vote of departmental members, it is expected that committee responsibilities be apportioned on a fair and equitable basis. Administrative service should normally amount to 20% of professional responsibilities. This includes administration at the departmental, faculty and university levels, and service to the profession. In view of the heavy administrative tasks involved, the teaching component in the workloads of the Undergraduate Chair and Graduate Coordinator will be reduced by one half-course.

5. Colloquium

Faculty members are expected to participate on a regular basis in the Colloquium.

6. Expectations of non-tenured tenure-track appointees

In accordance with the CA, Tenure-track appointees, during the first year of an Initial Tenure-track appointment, are assigned a less-than-typical load of both service and teaching duties. Normally a less-than-typical combined load of teaching and service duties should continue for the entire initial appointment.
7. Adjunct faculty

Continuing adjuncts, unless their contracts specify otherwise, have the same teaching responsibilities as outlined in item 1 above and are only required to fulfill teaching-related administrative duties. Unless otherwise specified in individual contracts, adjuncts are not required to share in the administrative workload of the department or university more broadly. Additional supervisory, administrative or service responsibilities may be added to a continuing adjunct contract and compensated appropriately. Continuing adjuncts may choose to teach overload courses.

The specific teaching responsibilities of term adjuncts are defined in each term adjunct contract in accordance with requirements set out by the CA. If both the adjunct and the Head agree (and funds are available), term adjuncts may be assigned administrative duties, which will be compensated appropriately.

8. Some other considerations relevant to the fulfillment of departmental responsibilities.

A number of articles in the CA make provision for adjustment of the workloads of tenure-stream faculty and continuing adjuncts. Among these are those addressing Reduced Responsibility Appointment, Academic Leave, Personal Leaves, Child-Care Leaves, Leave to Seek Office, Court and Related Leave, Negotiated Leave, and Recognition for Service as Department Head. The contractually defined responsibilities for research chairs and other special appointments may differ from those outlined above in this document.

9. Scheduled review

This document will be reviewed in academic year 2015-16.

This workload standard was ratified by a majority of Members in the Unit who cast ballots in a ratification vote held March 2011. It will come into effect pending approval of the Dean.
Appendix C: Activities of the Chair of Undergraduate Studies

On an ongoing basis:

- Chairing the Board of Undergraduate Studies (BUS);
- Representing the Department at meetings of the Arts and Science Faculty Board (once a month during term, sometimes more frequently);
- Representing the Department at monthly meetings called by Dean of Students (attended by other chairs of undergraduate studies in Arts and Sciences.);
- Reporting to the Department Meeting about matters ongoing in undergraduate program.
- Liaising with the Departmental Student Council (DSC).
- Meeting with Committee of Undergraduate Studies (CUS).
- Meeting with incoming faculty regarding expectations for grading, what counts as reasonable demands in courses and so forth.
- Providing support as needed to new faculty with respect to their teaching (either directly or by referral to other departmental faculty or resource people within the University.
- Advising graduate students engaged in undergraduate teaching in the department.
- Advising faculty regarding how best to proceed with concerns about departures from academic integrity.

Towards the end of the Fall Term:

- Meet with BUS to discuss the rankings of undergraduate students applying for Federal and Provincial scholarship money. BUS advises the chair of Undergraduate Studies who is responsible for the rankings and submission of comments.

Towards the end of the academic year:

- Oversee admission to honours.
- Oversee preparation of the degree list.
- Oversee determination of undergraduate awards and prizes.

Towards the start of the Fall Term:

- Deliberate with BUS regarding program changes, bringing these to the Department Meeting for approval and forward proposed program changes to the Faculty of Arts and Sciences Curriculum Committee.
- Oversee the preparation of the Undergraduate Calendar
- Consult with Head about the Head’s proposed undergraduate offerings for the next academic year;
- Oversee course registration.

And as necessary:
• Deal with changes in undergraduate program dictated by the University (e.g. changes in the grading system);

• Mediate concerns brought by undergraduates or their representatives to the Chair of Undergraduate Studies and keep the Department Head informed about student complaints;

• Counsel undergraduate students about their programs;
  ○ This includes advising undergraduates wishing to study abroad how to achieve that with least disruption to their program, advising students in the system how to complete their undergraduate program, and speaking to students who discover an interest in philosophy, and might be interested in pursuing it.

• Assess transfer credits (regarding the acceptability of courses to the University, their status as Philosophy courses, and their role in the programs of students doing a major or medial in Philosophy).

• Sign off on irregular (e.g. late) registrations in the undergraduate program;

• Deal with special cases generally.
  ○ Petitions for waivers or variations in degree requirements are not unusual in the Philosophy Department, and we have tended to be generous. BUS determines the appropriateness of possible responses to new kinds of cases which arise. With BUS approval The Chair of Undergraduate Studies handles such requests where precedent is established.

• Oversee the organization of, and sometimes participate in, University sponsored events to inform prospective and incoming students on Philosophy options available.

• Represent the Department's undergraduate program to external reviews;
Appendix D: Activities of the Graduate Coordinator:

July:

(a) counsel students on course selection and program registration,
(b) finalize budget for the graduate program for the new academic year.

August:

(a) continue counselling students on course selection and graduate registration
(b) counsel students seeking to finish their M.A. including helping students and Faculty members set up oral exams. This particularly involves finding someone to Chair the oral.
(c) ensure arrangements are in place for reception with new students, including notifying Faculty and existing graduate students of the relevant dates.
(d) organize fall professional development sessions for graduate students

September:

(a) meet with new students individually to answer questions and make initial contact
(b) run non-mandatory TA training workshop in conjunction with an orientation session introducing students to the department and Queen's, usually after the 'welcome to the program' lunch
(c) review structure of grad. programs at meeting of new students, discuss colloquium, offices, TA contracts, etc.
(d) prepare TA schedule: this is usually done solely by the graduate coordinator in consultation with Judy. Work on the TA schedule cannot proceed until the class numbers for the undergraduate classes are known and are fairly stable and the course choices for graduate students taking courses are known. Process also involves identifying courses available for applicants from groups B, C, and D according to Article 12.04 of the Collective Agreement for TAs. (See http://www.scribd.com/doc/71708884/901-Collective-Agreement#outer_page_14 )
(e) discuss with BOGS members how to rank applicants for TAships from groups B, C and D and make sure there is a ranked list of applicants for TAships that come up in the Fall and/or Winter
(f) meet with students planning to go on the job market to discuss JFP and APA process + what documents they will need for application process.
(g) continue to assist in arranging MA defenses.
(h) more general course counselling and on-going adjustments to TA schedule throughout the month.
(i) monthly meeting with Arts Graduate Council.

October:

(a) meet with students to discuss SSHRC applications. Initially, this takes the form of a workshop for those applying at which the application requirements are reviewed and strategies for a successful application discussed.
(b) review SSHRC applications for those who would like some feedback on the draft of their applications
(c) finalize graduate budget
(d) monthly meeting with Arts Graduate Council.
(e) call for Nominations for the Prado Prize.

November:

(a) meet with COGS
(b) meet with BOGS to rank SSHRC applications
(c) write SSHRC internal ranking summary
(d) monitor departmental dossier service for students applying for academic positions.
(e) monthly meeting with Arts Graduate Council.

December:

(a) meet with MA students to discuss thesis requirement, structure of the process, and the proposal requirement
(b) meet with each MA student to discuss his or her interests for the thesis and suggest Faculty student might talk to concerning possible supervision.
(c) arrange mock interviews for those on the job market.
(d) answer questions of those applying for admission for the following year.
(e) monthly meeting with Arts Graduate Council.

January:

(a) make adjustments to TA schedule for the Winter term.
(b) answer questions concerning MA thesis proposals.
(c) continue to answer questions regarding admission requirements, etc.
(d) announce Martyn Estall Travel Award
(e) begin consulting with first year PhD students about their PhD committees so that they have a three-person committee set up before the end of the Winter term
(f) last opportunity to adjust budget for the current year’s graduate program
(g) monthly meeting with Arts Graduate Council.

February:

(a) meet with BOGS to review graduate program applications and make decisions concerning admission offers, funding, and OGS awards
(b) consult with potential supervisors before admitting applicants to the PhD program
(c) call all those admitted to the graduate program to tell them that they have been admitted and answer initial questions
(d) send out formal letters of admission detailing, amongst other things, the financial package being offered.
(e) meet with potential graduate students visiting campus & answer questions of potential graduate students.
(f) put potential graduate students in touch with existing graduate students.
(g) monthly meeting with Arts Graduate Council.

March:

(a) overseeing admissions, continued; plan open house for visiting students
(b) meet with COGS
(c) monthly meeting with Arts Graduate Council.

April:

(a) finalize admissions
(b) meet with MA students to discuss MA and outline crucial dates for completion in a timely manner.
(c) monthly meeting with Arts Graduate Council.

May:

(a) prepare internal competitive Fellowship nominations
(b) make sure PhD students going into their second year have met with their three-person committee before the end of May
(c) prepare package of new registration information for incoming graduate students.
(d) sort out various awards for TA excellence, travel, etc.
(e) call for Nominations for the A.R.C. Duncan Award for Teaching Excellence.

June:

(a) prepare draft budget for upcoming academic year
(b) answer questions concerning course selection/registration
(c) oversee 2nd year oral defense of PhD proposal according to the Graduate Handbook (make sure they happen before end of June, that there are Chairs for the exams, etc.)

There are also general questions throughout the year concerning requirements, regulations, options (medical leave, temporary withdrawal, leave of absence, etc.), travel awards, monitoring student progress, etc., etc. On occasion, the graduate coordinator is also asked to perform larger tasks, such as preparing the self-study report for the Ontario Council of Graduate Studies program accreditation review.
Appendix E: Principles of TA/Grader/RA Allocation

Teaching Assistants

1. The assignment of Teaching Assistants is the responsibility of the Coordinator of Graduate Studies.
2. For any year, the Coordinator will determine the TA:student ratio in light of the following variables: (a) the number of students eligible for TA-ships; (b) enrolment figures; (c) the department’s budget allocation for TA-ships. (This ratio is normally roughly 1:50.)
3. The Coordinator will normally treat all classes equally. If resources remain after the initial assignment that cannot be equally distributed, preference will be given to classes with particularly demanding circumstances such as high enrolments or burdensome teaching duties, or those such as required courses that warrant additional support in virtue of their special pedagogical role in the undergraduate program. (This accords with policy made at the Department Meeting 12/11/2010.)
4. In accordance with the TA/TF Collective Agreement, graduate students guaranteed funding should express their preferences about TA assignments to the Coordinator, and other graduate students must apply for all TA positions for which they wish to be considered. In addition, faculty may express preferences about TA assignments. Faculty and students should be aware, however, that it may be difficult or impossible to satisfy all preferences.
5. In assigning TA-ships, the Coordinator will attempt to balance considerations about students’ past experience and expertise with the desirability of doctoral students acquiring a range of teaching experience.
6. The Assignment of TA duties will conform to the requirements of the relevant TA/TF Collective Agreement.

Undergraduate Graders

1. Undergraduates may be hired as graders on condition that: they are in the fourth year of their program; the undergraduates being graded are in first-year courses, and measures to ensure good grading practices, in particular to preserve the anonymity of those being graded, are established. (This accords with policy made at the Department Meeting 12/11/2010.)
2. The assignment of undergraduate graders is the responsibility of the Chair of Undergraduate Studies. Each year, the Chair will compile a list of suitable graders by soliciting expressions of interest from qualified students and consulting with faculty members. Graders must have an outstanding academic record and be in good standing in the program.

Note: All appointments of TAs and graders must be made through the Department, even in cases where a faculty member is providing funding to support the position. A faculty member wishing to make such an appointment should consult the Graduate Coordinator or Chair of Undergraduate Studies as soon as possible, so that the appointment can be made in the appropriate way.

Research Assistants

Faculty members who win funding for RAs should inform the Head of Department as soon as possible so that, where relevant, account can be taken of this funding source in the Department budget. At the appropriate time, faculty members should inform the Graduate Coordinator and/or
Chair of Undergraduate Studies, so that the appointment can be made in the appropriate way and that, where relevant, students' funding packages can be adjusted to take account of the RA-ship.
Appendix F: Named Prizes, Professorships, and Lectures

The A.R.C. Duncan Award

The A.R.C. Duncan Award for Excellence in Tutoring was established in honour of a former head of the Queen’s Department of Philosophy and one of the country’s most distinguished teachers of philosophy. It is awarded annually to a teaching assistant whose contribution has been particularly outstanding. The Board of Graduate Studies receives nominations from faculty every spring. It is a significant honour to receive the award.

The C.G. Prado Ph.D. Prize in Philosophy: Procedures

The C.G. Prado Prize in Philosophy was established to provide an annual prize to a student who submits an outstanding Ph.D. dissertation within 7 years from the candidate’s first registration in the Ph.D. program in the Department of Philosophy at Queen’s University. The terms of reference of the award state that the Prize is intended to recognize outstanding work and that Ph.D. candidates are eligible to be nominated for the Prado Ph.D. Prize provided that they have successfully defended their dissertations within seven years of original registration in the Ph.D. program (with accommodation being made for official leaves such as maternity/paternity leaves, etc.).

The terms of reference determine that the winning thesis will be chosen by the Department of Philosophy’s Board of Graduate Studies, in consultation with the Head of Department.

The process of determining the winning thesis will be as follows:

1) In fall term (usually in October or November), BOGS will invite nominations for the Prize. Ordinarily, nominations will be made by the supervisor(s), although other members of the examining committee may make a nomination.

2) If the members of a candidate’s examining committee are willing to make their reports on the thesis available, the Board shall take the content of those reports into account. The external examiner’s report shall be accorded special weight. It is the responsibility of the nominator to solicit the reports and to include them in the nomination, together with any other materials the nominator deems relevant, such as additional comments the examiners may wish to make after the defense.

3) A copy of the thesis abstract should be included with the nomination.

4) After reviewing the nominations, the Board of Graduate Studies will make a recommendation to the Head of Department about whether to award the Prize and to whom. The Head will report the outcome to the Department at a Department Meeting.

5) In cases where members of BOGS are involved in the nomination process, the Head of Department may strike an ad hoc committee to consider the nominations.
Mark Bunting Lecture

The Department of Philosophy at Queen's University will hold an annual lecture in memory of Mark Bunting, a graduate of our department, who died in the fall of 2000. Mark completed his MA with us in 1985 and his PhD in 1989. Thereafter Mark remained a good friend of the department, regularly attending our colloquia. He believed passionately in the profound value of philosophical knowledge, for its own sake and for its relevance to matters of politics and daily life. Lecturers will be selected on the initiative of graduate students in our department. They may speak on any philosophical subject, though it is expected that they will do so in a way that affirms the relevance and value of philosophical inquiry. External speakers will normally be invited in alternate years, and will receive an honorarium of not less than $300. The inaugural Bunting Lecture was given in Nov 2001 by Alistair Macleod (Queen's) on “Philosophical Prerequisites for a Progressive Politics”.

Bunting Lectures

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecturer</th>
<th>Title</th>
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<tbody>
<tr>
<td>Nov 2001</td>
<td>Alistair Macleod (Queen’s)</td>
<td>Philosophical Prerequisites for a Progressive Politics</td>
</tr>
<tr>
<td>Mar 2003</td>
<td>Barry Stroud (Berkeley)</td>
<td>Dilemmas of Subjectivism: Necessity and Value</td>
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<tr>
<td>Mar 2004</td>
<td>Harry Brighouse (Wisconsin Madison)</td>
<td>Parents and Children</td>
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<tr>
<td>Mar 2005</td>
<td>Margaret Little (Georgetown)</td>
<td>Intimate Duties: Rethinking the Law, Abortion, and Morality</td>
</tr>
<tr>
<td>Mar 2006</td>
<td>Andrew Williams (Reading)</td>
<td>Procreative Justice</td>
</tr>
<tr>
<td>Sep 2006</td>
<td>Will Kymlicka (Queen’s)</td>
<td>Multiculturalism on the Move: Making Sense of the New International Norms of Minority Rights</td>
</tr>
<tr>
<td>Nov 2007</td>
<td>Cheryl Misak (Toronto)</td>
<td>Narrative and Objectivity</td>
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<tr>
<td>Oct 2008</td>
<td>Arthur Ripstein (Toronto)</td>
<td>Roads to Freedom</td>
</tr>
<tr>
<td>Mar 2010</td>
<td>Rebecca Kukla (South Florida)</td>
<td>The Death of the Author in Contemporary Biomedical Research</td>
</tr>
<tr>
<td>Mar 2011</td>
<td>Adam Morton (Alberta)</td>
<td>Conventional Norms of Reasoning</td>
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Kennedy Lectures

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Sep 2008</td>
<td>Ronald de Sousa (Toronto)</td>
<td>Repetition and Novelty in Emotion, Life, and Art</td>
</tr>
<tr>
<td>Sep 2009</td>
<td>Nikuru Nzegwu (SUNY, Binghamton)</td>
<td>Omu Equality</td>
</tr>
<tr>
<td>Oct 2010</td>
<td>Joseph Heath (Toronto)</td>
<td>The Structure of Intergenerational Cooperation</td>
</tr>
<tr>
<td>Sep 2011</td>
<td>Cressida Heyes (Alberta)</td>
<td></td>
</tr>
<tr>
<td>Sep 2012</td>
<td>James Robert Brown (Toronto)</td>
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The Gregory Vlastos Memorial Lecture was initially established by a bequest from Dr. Andrew Kapos (MA 1940) made to the University in memory of the distinguished philosopher Gregory Vlastos, who was a faculty member in the Department of Philosophy in the 1930’s and 40’s. The lecture will be given annually by a distinguished visiting speaker on a theme relevant to Vlastos’ philosophical interests. The speaker will normally receive an honorarium of not less than $500. The Head shall designate a representative to select the speaker and to coordinate the lecture. In some years, a symposium or panel discussion might be sponsored instead of a single lecturer. The inaugural lecture was given in 2009 by Prof. Terence Irwin (Cornell/Oxford) on “What Kind of Moral Philosophy Rests on a Mistake?”

**Vlastos Lectures**

<table>
<thead>
<tr>
<th>Date</th>
<th>Speaker (Institution)</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Sep 2009</td>
<td>Terence Irwin (Cornell/Oxford)</td>
<td>What Kind of Moral Philosophy Rests on a Mistake?</td>
</tr>
<tr>
<td>Jan 2011</td>
<td>Richard Kraut (Northwestern)</td>
<td>Against Absolute Goodness</td>
</tr>
<tr>
<td>Jan 2012</td>
<td>Paul Woodruff</td>
<td>Eros at the Core of Philosophy</td>
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THE JOHN AND ELLA G. CHARLTON PROFESSORSHIP IN PHILOSOPHY

The Charlton Professorship is redefined in this new set of conditions and procedures.

1. The Charlton Professorship in Philosophy may be held by a member of the academic staff in the Department of Philosophy.

2. The Professorship will be offered in recognition of outstanding contributions to Philosophy and in expectation of continuing leadership in the Department and in the University. The incumbent will be expected to pursue research in his/her discipline and to take an active part in the instruction of undergraduate and graduate students.

3. Appointment to the Professorship will be made by the Principal on the recommendation of the Dean of Arts and Science.

4. When the Professorship is vacant, the Dean of Arts and Science will write to all members of the Department of Philosophy soliciting applications or nominations. Nominations must be accompanied by a signed statement from the nominee agreeing to the nomination. Supporting materials must be consistent with the Collective Agreement but will normally include: an up-to-date curriculum vitae; a separate summary of teaching experience; copies (if feasible) of all relevant scholarly work or at least citations for such work; a summary of contributions to the Department, Faculty, University and discipline.

6. The Dean of Arts and Science, with the approval of the Principal, and in consultation with the Dean of Graduate Studies, will appoint a special committee of three full professors to advise on a suitable appointment. Two members of the committee will be members of the Department of Philosophy and the third a member of a cognate department at Queen’s. In making its recommendation, the Committee must comply with any relevant provisions of the Collective Agreement.

7. The recommendation of the Committee, together with ample evidence of the high scholarly standing of the nominee, shall be submitted to the Dean who in turn will pass the documents to the Principal with his/her own recommendation.

8. The Professorship need not be occupied if, in the opinion of the Committee, the Dean, or the Principal, no candidate worthy of the Professorship is found. In such cases the situation will be re-examined by a special Committee at an appropriate interval.

9. On appointment by the Principal, the Charlton Professor will deliver an Inaugural Lecture to the University community in which a topic of public interest in his/her area of specialization is treated in terms suitable for a general audience.

10. The incumbent will be styled in all University correspondence and documents The Charlton Professor of Philosophy.
Constitution - Philosophy Graduate Student Association, Queen's University

- The Association
- Membership
- Annual General Meeting
- Secretary-Chairperson
- Meetings
- Quorum
- Elections
- Instructions to Delegates
- Minutes
- Notice of Meetings
- Constitutional Amendments
- Bylaws and Policy
- Special Meetings

Article 1: The Association

The name of this organization shall be the Philosophy Graduate Student Association, herein referred to as the PGA or the Association.

The objectives of the Association shall be:

1. To advocate for and represent the needs, interests, and concerns of its membership within the Department and the University.
2. To contribute to the intellectual growth and development of a spirit of community within the Department of Philosophy as well as Queen's University.
3. To serve as a medium of communication between its members, other members of the Department and other University organizations.
4. To organize from time to time academic, social, and recreational activities for its membership.

Article 2: Membership

All graduate students in the Department of Philosophy currently registered with the School of Graduate Studies and Research at Queen's University shall enjoy all of the rights and privileges of membership in the PGA.

Article 3: Annual General Meeting
The Annual General Meeting of the PGA shall be held on the first Tuesday in February.

ARTICLE 4: SECRETARY-CHAIRPERSON

- The members present at the first regular meeting in September shall elect a Secretary-Chairperson from among the membership of the Association.

- In the event of his or her absence, the Secretary-Chairperson shall designate an alternate Secretary-Chairperson. In the event that such a designation is not made, the Association shall elect an alternate Secretary-Chairperson for that meeting.

- The duties of the Secretary-Chairperson or alternate Secretary-Chairperson shall include:
  - Chairing all meetings of the Association
  - Circulating notices of all meetings of the Association by email
  - Recording and filing minutes of meetings of the Association or appointing a minute taker
  - Corresponding with other University bodies as instructed by the Association
  - Control and responsibility for any financial assets of the Association in coordination with the Association's Social Committee

- In the event of the resignation of the Secretary-Chairperson a by-election shall be held to fill the position pro-tem.

- The term of the Secretary-Chairperson shall be one (1) year.

ARTICLE 5: MEETINGS

- The Association shall meet at least once a month

- Meetings shall be conducted in accordance with Roberts Rules of Order.

- There shall be an Orientation Meeting each September.

- Meetings shall last no longer than an hour, except by majority vote of the membership present at the meeting.

ARTICLE 6: QUORUM

- The quorum for all meetings of the Association shall be eight on-campus members.

- The quorum for the Annual General Meeting shall be equal to one-third of the on-campus membership.

- If at any meeting of the PGA (including the Annual General Meeting) quorum is not attained, then another meeting of the Association shall be held one week later, with proper notice given to all members. This second meeting shall be treated as valid irrespective of any quorum requirements.
ARTICLE 7: ELECTIONS

- At its first regular meeting in September the Association shall elect delegates for terms of one (1) year to:
  - The Society of Graduate and Professional Students (1)
  - PSAC Local 901, Department Steward (1)
  - The Committee of Graduate Studies (1 MA, 2 PhD)
  - The Departmental Meeting (1)
  - The Appointments Committee (1)
  - Any other body requiring or requesting representatives of Graduate Students in the Department of Philosophy
  - As well as selecting members of the Association's Social Committee (2-4).

- In the event of the resignation of any delegate, by-elections shall be held at the next meeting of the membership.

- Preference should be given for new candidates for committees, where possible.
- Preference should be given for the election of an upper-year PhD student representative to the hiring committee.

ARTICLE 8: INSTRUCTIONS TO DELEGATES

- Persons elected to positions by the Association shall:
  - Act as delegates of the Association to the bodies to which they are elected
  - Represent the interests, needs and concerns of graduate students as established by the Association in accordance with its Constitution
  - Report to the Association as fully as possible the issues and concerns raised in those bodies
  - Seek instruction from the Association on all matters affecting its membership
  - Notwithstanding any of the above, when instructed by the Association, present only the views authorized by the Association.

- Any persons elected by the PGA may be recalled at any time by a two-thirds vote of members attending any meeting of the Association

- Any PGA delegate absent without cause or having failed to notify the membership of their absence from two consecutive PGA meetings or to consecutive meetings of the body to which they are delegate shall be understood to have relinquished their responsibilities as a graduate student delegate and a by-election shall be held to fill the vacated position(s).

ARTICLE 9: MINUTES

- Minutes of all decisions made at all meetings of the Association shall be made available to all member of the Association
• Copies of minutes from the PGA and all committee meetings shall be kept in a binder in the department office.

ARTICLE 10: NOTICE OF MEETINGS

• Meeting dates and times for each term will be set at the first meeting at the beginning of each term.

• Notice of all meetings of the Association must be circulated in writing (e-mail or hard copy in Departmental mailbox) to every on-campus member of the Association as indicated by the Department On-Campus Graduate Student list and posted in the Departmental Lounge at least one week in advance of each meeting.

ARTICLE 11: CONSTITUTIONAL AMENDMENTS

• Amendments to this Constitution shall be made by two-thirds majority vote at the Annual General Meeting.

• All proposed Constitutional Amendments shall be circulated in writing to each member of the Association at least one week prior to the Annual General Meeting.

ARTICLE 12: BYLAWS AND POLICY

• From time to time the Association may adopt bylaws and policies at its meetings

• Bylaws shall be approved or amended only upon two-thirds majority vote of those members attending a meeting of the Association

• Policies shall be approved or amended upon simple majority vote of those members attending a meeting of the Association

• In the event of a conflict between a bylaw or policy and the Constitution, the Constitution shall prevail

• In the event of a conflict between a policy and a bylaw, a bylaw shall prevail

ARTICLE 13: SPECIAL MEETINGS

• Upon receipt of a petition signed by at least five (5) members of the Association requesting a special meeting of the Association, the Secretary-Chairperson shall call such a meeting

• Notice of any Special Meeting shall be circulated to each member of the Association at least twenty-four (24) hours in advance of said meeting

Established – September 2010

Updated – March 2011