I. FACULTY GOVERNANCE

A. Departmental Faculty

1. The Departmental faculty shall consist of all professors, Associate Professors, Assistant Professors, and full-time Lecturers and Instructors with primary academic appointments in the department.

2. Unless otherwise indicated, the right to vote on questions specified in these by-laws shall extend to all Department faculty but not to visiting, adjunct, temporary, or part-time appointees.

3. Policies may be established by the Department faculty in conformity with these bylaws and a permanent written file of these policies shall be maintained and kept available in the Department office.

B. Department Chair

1. The Chair is responsible for the general administration of department affairs, including but not limited to:

   a. recommendations on faculty salary increases and of salaries for newly appointed faculty members;

   b. appointments to internal administrative positions, including program directors, recruitment chairs, etc.

   c. review and approval of assigned duties for all faculty members;

   d. allocation of departmental funds for travel, equipment, supplies, temporary service expenses, and the assignment of office space and staff services;

   e. making appointments to Departmental Committees, where the Chair shall seek broad representation of the interests and experience of the faculty, consistent with the purpose for which the Committees are established.

2. The Chair may not delegate responsibilities for personnel evaluation, salary recommendations, or for preparation and transmittal of Departmental recommendations on promotion and tenure.

3. The Chair shall seek the advice of the Departmental Advisory Committee (DAC) and of such other members of the Department and departmental committees as seems appropriate and feasible.
4. The Chair will make available to the Department on an annual basis or at appropriate times each year, information regarding the following: the Department’s budget; the anticipated allocation of leave without pay money; criteria for distribution of travel funds; and other administrative and curriculum matters as is appropriate.

5. The Chair shall be appointed by and serve at the pleasure of the Dean, normally for a three year period. Departmental faculty shall be consulted by the Dean prior to appointing or removing the Chair. A vote of no confidence by the faculty as a whole may constitute grounds for removal by the Dean.

6. The Chair shall be evaluated annually by the departmental faculty.

C. Departmental Faculty Meeting

1. Ordinarily meetings shall be held at least once a semester on dates selected by the Chair. An agenda should be circulated at least three working days in advance of the meeting. Special meetings may be held at the initiative of the Chair, the DAC, or at the written request of five voting members of the Faculty. Parliamentary authority will be the current edition of Robert’s Rules of Order.

D. Departmental Programs

1. There shall be three departmental programs—International Studies, Political Science, and Public Administration. Each program will have a designated faculty. Program appointments will be based on application by the faculty member and with the approval of the program faculty and the Chair.

2. Faculty with appointments in more than one program shall have full rights in all programs to which they are appointed. For purposes of annual evaluations and promotion and tenure considerations, a faculty member assigned to two or more program shall designate only one program as the evaluation program.

E. Department Committees (Revision adopted by the faculty on November 21, 2008)

1. Departmental Advisory Committee (DAC): There shall be a five-person Departmental Advisory Committee (DAC) consisting of a Committee Chair who is annually appointed by and serves as the pleasure of the Departmental Chair, the Director of the Public Administration Program, one elected member representing the Political Science Program, one elected member representing the International Studies Program, and one member elected at-large. The DAC will meet, at least, once a semester at the call of the Department Chair and will advise the Chair on all aspects of departmental administration, governance and policy, including recruitment, committee appointments, course loads, release time, and future planning.

   a. DAC members must be tenured faculty.

   b. The Department Chair may attend any DAC meeting and participate in the deliberations, except in matters of personnel evaluation.
c. Elected members will serve two years terms.

d. There will be two separate elections to choose elected members. In the first election, departmental faculty shall each vote for two candidates, one of whom must be from the International Studies Program and the other from the Political Science Program. In the second election, departmental faculty shall vote for one candidate who can be from any of the three programs. In case of a tie in either election, the winner(s) shall be determined by random lots.

e. For voting and membership on the DAC, faculty members assigned to two or more programs shall choose only one program as their home base and they shall stay in that program for a minimum of two years.

2. Program Committees: The Graduate Program shall be coordinated by a faculty member who is appointed by the Chair. A committee comprised of one member from each of the three programs shall constitute the Graduate Committee. The Graduate Committee shall report to the DAC and the Departmental Chair.

II. EVALUATION OF FACULTY

A. Committee Structure

1. Each year each program may select a Program Evaluation Committee that will review the teaching, research, and public service accomplishments of members of the faculty assigned to that program. Faculty assigned to two or more programs shall designate (in writing) the program that he/she wishes to conduct the evaluation. The Program Evaluation Committee shall forward its evaluations to the Departmental Advisory Committee. Normally, only tenured faculty will be eligible to serve as members of the Program Evaluation Committee.

2. The Departmental Advisory Committee shall review the evaluations submitted by the Program Evaluation Committees and make recommendations to the Department Chair.

III. SUMMER TEACHING GUIDELINES (Revision adopted by the faculty on March 27, 2009)

A. Summer teaching is determined by the Departmental Chair based on the following criteria:

1. Courses that meet programmatic requirements

2. Courses with large SCH's

3. No faculty shall be assigned a second course until every request for a first course has been considered

4. Assignment for second course will take into consideration faculty SCH generation during the regular academic year.

5. Faculty who teach overload during the regular academic year will be given a lower consideration for second courses
6. Those faculty whose request for a first course was denied and who were not offered to teach a course by the Chair in a previous summer will be given a higher priority in the following summer.

IV. AMENDMENTS AND CONFORMITY WITH PROGRAM GOVERNANCE DOCUMENTS

A. This document may be amended by a majority vote of resident faculty at a regularly scheduled departmental meeting. Proposed amendments shall be written and circulated to the faculty at least three days before the departmental meeting.

B. Program governance documents shall be in conformity with the Departmental governance document.

V. RECRUITMENT OF NEW TENURE-LINE FACULTY (Revision adopted by the faculty on September 9, 2011)

The hiring process shall proceed as follows:

1. Department faculty members will meet to discuss existing and future programmatic needs and to determine the field of specialization for recruiting tenure-track faculty, tenured faculty, and permanent instructors.

2. Once a line has been approved, the Chair will appoint a Search Committee consisting of at least three faculty members in the Department and a non-voting advanced Ph.D. student. For hires in Public Administration, the majority of the Search Committee members will be faculty with appointments in Public Administration. For hires in International Studies and Political Science, the majority of the Search Committee members will be faculty with appointments in either of these two Programs.

3. The Search Committee will write the job description, advertise the job, review the applications, determine which applicants to interview, and solicit input from faculty members and students after each interview. Based on this input as well as the candidates’ files, the Committee will prepare a brief report to present to the Department on the relative strengths and weaknesses of each candidate.

4. At a faculty meeting, faculty from all Programs will discuss the candidates. Following the discussion, eligible faculty members will vote on which candidate, if any, to offer the job first and which additional candidates, if any, to offer the job should a preferred candidate reject the offer. For hires in Public Administration, voting will be limited to full-time faculty members with appointments in the Public Administration Program and any non-PA faculty members who served on the Search Committee. For hires in both International Studies and Political Science, voting will be limited to full-time faculty members with appointments in either program and any Public Administration faculty members who served on the Search Committee.
5. Voting will be conducted by secret ballot. No candidate will go forward, whether as first choice or a back-up choice, without a majority of acceptable votes from those eligible to vote. If no candidate receives a majority of votes in the first round of voting, the candidate with the fewest votes will be eliminated and, after discussion, another vote will be taken. If two candidates are tied for fewest votes, the faculty will discuss before taking another vote.

6. Voting by designated proxy or absentee ballot provided to the Chair prior to the meeting will be permitted; however, absentee ballots must provide a rank ordering of all candidates.

7. In the case of a line for a position with tenure, the process specified above will be followed to determine whom to offer the job. The tenured faculty at large will then vote separately on whether to grant tenure to that candidate.

JSV 5/21/2012