

Purpose of By-Laws/Statement of Faculty Governance

These by-laws establish the organizational principles for faculty governance in the Department of Criminal Justice. Except as otherwise provided by the policy of the University and/or College of Arts and Sciences, the faculty of the Department of Criminal Justice shall have general legislative control and authority over its own affairs. This control and authority includes, but is not limited to, admission requirements, curricula, instruction, examinations, academic dishonesty, personnel policy and procedures, department organization and assignment of responsibilities, and recommendations for the granting of degrees (through appropriate administrative channels). Further, except where specifically prohibited by University and/or College policy, all governing powers not expressly assigned to the Department Chair are reserved to the Department Faculty as a whole.

I. Membership

A. Voting Members

1. Voting Members of the Department of Criminal Justice shall meet these criteria:
 - a) Full-time academic appointments for a minimum of one academic year in the University and either:
 - (1) A full-time academic appointment at the rank of instructor or above in the department, with or without administrative duties, or
 - (2) A primary academic appointment shared with another unit within the University, provided that the appointment is at the rank of instructor or above in the Department of Criminal Justice, with or without administrative duties.

B. Privileges of Voting Members

1. Voting Members shall be entitled to vote in all department meetings and elections; to serve on department committees; and to represent the department on college or university bodies.
2. Voting Members – exception for personnel matters
 - a) Voting members of the faculty of the Department of Criminal Justice must hold full-time tenured or probationary academic appointments in the University to be eligible to vote on personnel matters.

II. Administrative Officers

A. Chair

1. Eligibility: Voting Members with tenure whose primary appointment is in the Department of Criminal Justice shall be eligible to stand for election as Chair. Chairs, upon appointment, may not hold administrative appointments outside the department.
2. Selection of Chair:
 - a) Searches for departmental officers may be limited to internal candidates at the discretion of the Dean. In such cases, the departmental faculty shall submit a slate of candidates to the Dean, from which the Dean may strike any candidates. Before making a recommendation, the Dean shall seek the concurrence of the departmental faculty by one of two methods:
 - (1) Method 1: The departmental faculty may vote on all acceptable candidates.
 - (2) Method 2: The departmental faculty may vote on the candidate tentatively selected by the Dean. When the dean and a majority of the departmental faculty concur on a candidate, the dean may recommend via the Executive Vice President and University Provost for approval by the President and Board of Trustees. If there is an impasse in this process, the Dean and departmental faculty shall each submit written reports to the appropriate Executive Vice President and University Provost who shall recommend a departmental officer to the President and Board of Trustees.
 - b) Searches for departmental officers open to both internal or external candidates shall be conducted by a search committee, the majority of whose members shall be full-time faculty of the unit involved. The candidate selected by the Dean shall be acceptable to a majority of the departmental faculty. If there is an impasse in this process, the Dean and departmental faculty shall each submit written reports to the Executive Vice President and University Provost who shall recommend a departmental officer to the President and Board of Trustees.
3. Periodic Review of Chair: After every five years of service, the performance and effectiveness of each chair or director shall be

reviewed on a cumulative basis by a broad-based committee established with the concurrence of the departmental faculty. The officer under review shall be informed of the basis of all conclusions and offered an opportunity to respond before the report is completed. The chair may be retained or removed on the basis of a committee recommendation with which the departmental faculty and Dean concur. In the event of an impasse on the outcome of a review, the Dean and the departmental faculty shall each submit a report with that of the review committee to the Executive Vice President and University Provost for a final decision. All such reports are preliminary recommendations and shall be kept confidential. The criteria, procedures, and a substantive summary of the findings shall be made available in confidence to the faculty of the department involved. The summary shall be written by the committee in consultation with the dean or dean's designee.

4. Deans may conduct special reviews of administrative subordinates at any time as may be necessary to assure effective leadership and may recommend removal of a chair or director at any time for any reason that is not illegal or arbitrary
 - a) A majority of departmental faculty may request a special review of a chair or director at any time. If, after consultation with the departmental faculty, the Dean does not support such a request and the faculty do not recede from the request, the matter shall be referred to the Executive Vice President and University Provost for a decision after consultation with all parties.
5. Duties: After appointment by the Board of Trustees, the Chair shall, on the date of taking office:
 - a) be responsible for the general administration of the Department and Institutes, including the preparation and administration of the annual department budget, and for personnel and curricular matters on the basis of policies laid down by the departmental faculty;
 - b) develop a mission statement and specific goals and objectives for the departments academic mission, which shall be approved by the Dean. Such officers shall be responsible for implementing the mission statement and specific goals and objectives through the administration of faculty workload, plans, space, equipment, staff budgets, and other resources

in the department, consistent with university policy and the law.

- c) preside over the meetings of the departmental faculty where he/she shall not vote except to cast a deciding vote in the case of a tie;
- d) be (except in highly unusual circumstances) the agent through which departmental decisions are communicated to all other administrative officers within the University;
- e) negotiate Annual Work Plans (AWPs) with faculty members;
- f) review faculty performance annually in accordance with University, College and Department personnel guidelines;
- g) oversee maintenance of physical facilities and equipment;
- h) cultivate alumni relations;
- i) appoint Ad Hoc committees;
- j) appoint the advisor to departmental registered student organizations (RSOs);
- k) recruit, hire and supervise Department staff members; and
- l) within the framework of Chapter C of the Redbook, the chair shall have the power to discipline students for breach of academic conduct to the extent of suspension from the Department.

B. Vice Chair/Director of Graduate Studies (DGS)

1. Eligibility: All Graduate Faculty (tenured or tenure track) of the Department shall be eligible to stand for election as Vice-Chairperson/Director of Graduate studies.
2. The term of the DGS shall be three years.
3. Election: The Voting Members of the faculty shall elect by secret ballot on or before January 1 (except in unusual circumstance), a Vice-Chair/Director of Graduate Studies. Such nomination shall be forwarded to the Dean's Office of the College of Arts and Sciences. This election, should it coincide with the election of the Chair, will take place after the election of the Chair. Therefore, in normal cases, the Departmental Chair will preside over such election and count the votes. No person, however, shall be chosen as Vice-Chair/Director of Graduate Studies unless he or she receives a majority of the votes of the members voting.
4. Duties:
 - a) After election by the faculty the Vice Chair/Director of Graduate Studies:

- (1) may be delegated by the Chair to serve in place of the Chair on committees with all the right of the Chair when acting as a substitute;
- (2) will be responsible for other administrative duties as decided upon between the Chair and Vice-Chair/Director of Graduate Studies;
- (3) will be Acting Chair in the temporary absence of the Chair, including resignation, death, or any event which permanently removes the elected Chair from service, until an election is held, but with the proviso that such election be held within two months of the event which removes the Chair.
- (4) shall have oversight for the advising of graduate students;
- (5) shall act as department liaison to other College and University bodies in matters directly concerning graduate student records and requirements; and
- (6) shall have oversight of departmental policies with respect to graduate course and graduate requirements.

C. Director of Undergraduate Studies (DUS)

1. Eligibility: All Voting Members of the Department shall be eligible to stand for election as Director of Undergraduate Studies.
2. The term of the DUS shall be three years.
3. Election: The Voting Members of the faculty shall elected by secret ballot on or before January 1, (except in unusual circumstance), a Director of Undergraduate Studies. Such nomination shall be forwarded to the Dean's Office of the College of Arts and Sciences. This election, should it coincide with the election of the Chair, will take place after the election of the Chair. Therefore, in normal cases, the Departmental Chair will preside over such election and count the votes. No person, however, shall be chosen as Director of Undergraduate Studies unless he or she receives a majority of the votes of the members voting.
4. Duties: After election by the faculty the Director of Undergraduate Studies:
 - a) Lead efforts to revise, maintain, and evaluate academic requirements and standards of the undergraduate degree program.

- b)** Serve as chair of the Undergraduate Program Committee responsible for the review of undergraduate curriculum, additions to and deletions from the curriculum, and anything that might strengthen the program.
- c)** Serve as the program's liaison with the A&S Associate Dean for Undergraduate Education. Be aware of policies, forms, and approval processes for student activities.
- d)** Regularly attend A&S DUS meetings.
- e)** Arrange for program data collection and assembly in response to requests from A&S and university-level department program reviews and SLOs. This will routinely involve data on admissions, student progress, and career paths of graduates in addition to data available from IR.
- f)** Monitor program admissions, recruitment, and retention. Coordinate with staff to keep the undergraduate program webpage up-to-date and assist with development and distribution of recruiting materials.
- g)** Communicate with CJ program faculty and staff regularly, and rely on them to provide input on student progress to engage with their students. Advising, monitoring, and feedback is essential for students to make continued progress, especially when dealing with students who are struggling. Early intervention is paramount to retention and graduation.

III. Faculty Meetings and Committees

A. Meetings

- 1.** The Department faculty shall meet regularly during the ten month academic year. Other faculty meetings may be called by the Chair, or by written petition of a majority of the Voting Members of the faculty. The Chair shall announce the date, time, and location of all meetings within five workdays of the date selected or upon receipt of the petition. Notification of all faculty meetings, together with an agenda, must be given to all members of the faculty at least five work days prior to the meeting, except in emergencies. A quorum shall consist of at least one-half of the voting members of the faculty, as of August 1 of the current academic year. Only voting members of the faculty may attend faculty meetings.

2. Minutes of all faculty meetings shall be kept by a designated faculty member, distributed by the Chair to all members in a timely manner, and maintained by the Chair for inspection.
3. Voting: Departmental actions are effective only if passed by a majority vote of all eligible voting members of the unit. A vote of less than or exactly 50% of those eligible to vote does not represent a majority.
 - a) Absentee voting: An absentee ballot shall be made available to eligible voting members who are not present for the vote. The ballot shall be submitted within 5 days of the meeting in which the vote takes place.
 - b) Electronic voting may be used:
 - (1) For issues requiring departmental decisions or actions that could not be completed at scheduled meetings, or which the Chair feels would require resolution before the next scheduled faculty meeting; or
 - (2) In the event that a Voting Member not present for the vote is unable to submit an absentee ballot.

B. Committees

1. Standing Committees: There shall be three standing committees of the voting faculty. These committees may only be abolished, or their duties altered, through the process of amendment of the departmental by-laws. Only voting Members of the Department are eligible for election to these committees. The Department Chair is an *Ex Officio* member of all departmental committees, except where specifically prohibited. The three standing committees shall be:
 - a) *Personnel Committee*. This committee shall be comprised of three tenured Voting Members. The term of office for members shall be three years and staggered so as to achieve continuity. The Department Chair is not eligible to serve on this committee otherwise specified or prohibited. Vacancies shall be filled by election of an eligible faculty member for the remainder of the expired term. This committee shall be concerned with merit increases, tenure, promotions, and (in conjunction with the Department Chair) the creation of ad hoc search committees to fill faculty vacancies. The committee shall also receive, review, and make recommendation on nominations for the status of Emeritus with the department. No member of this committee shall participate with the committee on matters pertaining to his/her own case. This

Committees will be held each April. Elections may be conducted at a regularly scheduled faculty meeting; or, with the consent of a majority of the Voting Members of the faculty, the Chair may conduct the elections by e-mail. At least one month prior to the elections, the Department Chair will announce and seek nominations for the vacancies for the upcoming academic year. Faculty members may self-nominate.

- b) In the event of a tie vote within any committee, the matter under discussion shall be referred to the faculty as a whole for a decision. In addition, the Department Chair may appeal any decision of any committee to the faculty as a whole.
- c) All Voting Members of the faculty shall be eligible to serve on department committees, except where membership is otherwise restricted. Chairs of committees unless otherwise specified shall be elected by the members of the respective committees. The Chair of the committee is primarily, and ultimately, responsible for the drafting and completion of all committee reports. The Committee Chairs are voting members of their respective committees.
- d) Except at the discretion of the Chair with the consent of a faculty member, no faculty member shall serve, at the same time, on more than one standing committees.
- e) For the initial elections following the adoption of the by-laws, the Department Chair shall make such arrangements as shall be necessary to insure that all seats on any standing committee do not fall vacant simultaneously.
- f) *Ex Officio* members of Standing Committees, including but not limited to Visiting Faculty, Staff and Students may be added as needed, with the approval of a majority of the Voting Members of the Department.
- g) Both Standing and Ad Hoc Committees shall make regular reports to the faculty. Except where otherwise required, all committee reports shall come to the faculty as a whole as a committee recommendation. Committee recommendations may be accepted, modified, or rejected by a majority vote of the faculty.

IV. Amendment Procedure

- A. Proposals to amend the departmental structure or by-laws shall be circulated through the Department Chair at least five work days before a regularly scheduled meeting of the department.
- B. Such proposals to be adopted must be passed by a 2/3 majority of the total voting faculty.

V. Amendments