

Department of Political Science By-Laws

DATE APPROVED: April 23, 2019

Purpose: The By-laws establish the organizational principles for faculty governance in the Department of Political Science.

I. Membership

A. Voting

1. All full-time faculty with appointments in the Department of Political Science are voting members of the department and may serve on departmental committees, except where explicitly designated otherwise. Faculty with appointments in the department who temporarily go below full-time status (e.g., for leave) retain their voting rights.
2. In matters pertaining to tenure and promotion, only tenured and tenure-track faculty are eligible to vote.

B. Meetings

1. The Department will meet regularly as needed during the academic year. All departmental faculty and staff, regardless of status, are welcome to attend. Meetings may be called by the Chair or at the request of two-thirds of the Department faculty. In either case, reasonable advance notice must be given of the time, place, and agenda of the meeting.
2. Two-thirds of the voting members of the department constitute a quorum.
3. Minutes will be taken by a different faculty member each meeting in accordance with a rotating schedule determined alphabetically by last name. If the designated minutes-taker is absent, that person will take the minutes at the next meeting at which they are present. The minutes will be posted on the internal department website within a reasonable time after the meeting. At the start of each departmental meeting, the faculty will vote on accepting the minutes from the previous meeting.

II. Chair

A. Selection of Chair

1. Election of the Chair shall proceed in accordance with the provisions of the Redbook and the College of Arts and Sciences' policies. The chair serves for a term of five years and may serve consecutive terms, subject to recommendation by the faculty and approval by the dean. Chairs' performance will be assessed through annual reviews as well as periodic reviews, consistent with the Redbook and the College Arts and Sciences' policy.
2. If there are multiple candidates for chair, each candidate should prepare a statement indicating their vision and goals for the department prior to the departmental vote.

B. Chair's Duties

In accordance with the Redbook and the College of Arts and Sciences policies, the Chair has primary responsibility for:

1. Presiding at departmental meetings and determining eligibility for departmental committees;
2. Implementing departmental decisions, as well as College and University policy;
3. Developing and administering the department's annual budget;
4. Scheduling political science course offerings;
5. Working with faculty to develop the curriculum in political science;
6. Negotiating annual workload agreements with faculty;
7. Reviewing faculty performance annually in accordance with Departmental, College and University personnel guidelines;
8. Hiring part-time faculty;
9. Hiring and supervising staff;
10. Representing the department to College and University administrations;
11. Appointing ad hoc committees;
12. Selecting departmental officers and program directors after widely advertising all openings to the faculty;
13. Overseeing maintenance of physical facilities and equipment;
14. Cultivating alumni/ae relations;
15. Other duties as assigned by the Dean, the Provost, or the President.

C. Chair Review: The review of the Chair's performance will be conducted in accordance with the rules established by the College of Arts and Sciences and the Redbook.

III. Committees

To facilitate the operation of the Department, there will be standing committees and ad hoc committees.

A. Standing Committees:

1. Designed to conduct the work central to the department's regular activities, the standing committees include Personnel; Curriculum; Diversity, Equity, and Inclusion; Graduate; Honors; Grawemeyer; and Outstanding Alumni Award.
2. In early April, the Chair will issue a call for nominations to standing committees, including self-nomination. The Chair will determine eligibility for committees and will assess the equity of departmental service across committees. At the April meeting, selection of committee members will take place through vote by acclamation. To the greatest extent possible, faculty preferences for Committee assignments will be accommodated. With the exception of meetings of the Personnel Committee involving deliberation over individual merit, tenure, or promotion decisions, all department faculty are welcome to attend and participate in committee meetings as non-voting members.

3. The Personnel Committee will consist of four tenured members who are selected for staggered two-year terms, with half of the members selected each year. Untenured faculty are encouraged (but not required) to serve as non-voting members at least once during their probationary period. Because of the demanding workload of the Personnel Committee, no member shall serve two consecutive terms. The members shall elect the Chair of the Personnel Committee.

4. The Graduate Committee will be chaired by the Director of Graduate Studies, who is appointed by the Department Chair. All members of the Department who have been appointed to the Faculty of the Graduate School and/or who teach graduate courses or supervise graduate student research are eligible to serve on the Graduate Committee.

5. The Grawemeyer Committee will be chaired by the Director of the Grawemeyer Award for World Order, who is appointed by the Department Chair. Any member of the Department whose research is in the areas of international relations or comparative politics may be designated to serve on the Grawemeyer Committee. Other interested faculty may also be designated at the chair's discretion.

6. The Honors Committee will be chaired by the Honors Director, who is appointed by the Department Chair. The committee shall have a minimum of three members who shall serve one-year terms.

7. For the Curriculum, Diversity, Outstanding Alumni Award Committees, the members of the standing committees shall elect the committee chair. Each of these committees shall have a minimum of three members who will serve one-year terms.

B. Ad Hoc Committees

1. Ad hoc committees, such as Search Committees, are appointed as needed by the Chair.

2. A goal in constituting Search Committee should be to reflect the diversity of the University community. In order to achieve this, it may be necessary to recruit faculty/staff outside of the Department but within Arts & Sciences. All search committee members must satisfy university training requirements prior to beginning committee work.

IV. Amendments

A. The By-Laws may be amended by a two-thirds majority vote of the department faculty.

B. Proposed amendments must be circulated to all faculty at least one week prior to a department meeting.