POLITICAL SCIENCE DEPARTMENT BYLAWS

Approved October 27, 1995; amended October 1996, Amended 2018

1. Department Rules
2. The Department shall pass rules by majority vote at a department meeting, consistent with its bylaws for regulating its procedures, e.g., rules for determining summer school teaching schedules. These rules will remain in effect until changed, or they are determined to be in conflict with superseding policies, such as the Collective Bargaining Agreement, or these Bylaws.
3. The Department Chairperson shall keep a record of such rules which shall be available upon request.
4. The Department Bylaws may be amended by a unanimous vote of the full department faculty at any Department meeting, or by majority vote at two consecutive meetings, no less than two calendar weeks nor more than 2 months apart.
5. Department Meetings
6. A quorum consists on one half of the Department’s full-time members, for both in-person meetings, and mail or phone votes.
7. A secret ballot will be conducted at the request of one department member.
8. Decisions are by majority vote, with the Department Chairperson voting.
9. All department elections are to be conducted at department meetings, or by mail ballot, with the exception of certain Search Committee elections as noted above.
10. The Department Chairperson may call a department meeting, and shall be required to call one by request from two department members.
11. At each department meeting, one faculty member will be chosen to serve as Recording Secretary. The responsibility of the Recording Secretary is keep minutes which shall record department votes and issues considered, and to place in the Department Record all new rules adopted by the Department.
12. Part-time faculty members may attend department meetings.
13. The Department Chairperson
14. It is the consensus of the Department that, except in extraordinary circumstances, a faculty member should not serve as Department Chairperson for more than two consecutive terms.
15. The Chairperson’s interpretation of these by-laws is binding unless overruled by a majority vote at a department meeting.
16. At a special meeting, called for that purpose, and attended by the entire full-time faculty, a majority of those voting by secret ballot may request the resignation or replacement of the chairperson. The Chairperson may attend the meeting, may present his/her case, and may vote.
17. If the Department votes to request the Chairperson to step down, a statement, in writing, of the reasons for the request must be given to the Chairperson. These reasons may include violation of the letter or spirit of the Department Bylaws.
18. It is the consensus of the Department that a Chairperson should resign following passage of such request.
19. The Department Chairperson may serve, ex officio, as a voting member on any department committee.
20. Appointments

The Department recognizes that under certain circumstances, e.g., vacancies occurring unexpectedly or in the summer, promptness and flexibility are necessary to recruit new faculty while remaining within university hiring guidelines; tight budgets may result in the loss of an unfilled position.

1. The Department has no standing appointments committee.
2. Search Committees are to consist of at least three members, including the Department Chairperson.
	* 1. Promptly upon the appearance of a full-time vacancy, the Department Chairperson will nominate two or three members of the Department to be the Search Committee, based on the relevance of their fields of expertise and program interests.
		2. The Search Committee Chairperson and membership shall be elected by a majority vote of the Department, voting in person if possible, or by mail or phone when timeliness is essential. The appropriate voting method may be determined by the Department Chairperson.
		3. A majority of the Department may elect members other than those nominated by the Chairperson, and also may change the size of the proposed Search Committee.
		4. In the event the Department conducts more than one full-time search at a time, the Department may choose to have single Search Committee conduct both searches, or different Search Committees for each search. If more than one Committee is chosen, there may be overlapping membership.
		5. The Search Committee’s ranking of candidates to be invited for interviews should be reviewed by the Department; this review is advisory only. Applicants selected by the Search Committee for on-campus interview should meet as many department members as possible.
		6. The ranking of interviewed candidates shall be by departmental vote.
3. Part-time appointees may be selected by a Search Committee or by the Department Chairperson in consultation with the Department.
4. If a vacancy occurs in an on-going class or classes, the Department Chairperson may act independently to find a temporary replacement.
5. The Search Committee will act in full conformance with University policies on affirmative action. The Search Committee will act to assure diversity in the pool of applicants for any position through formal and informal recruitment strategies.
6. Department Evaluation Committee

The composition and procedures of the Department Evaluation Committee (the DEC) shall be consistent with the relevant provisions of the Collective Bargaining Agreement between the AAUP and the Board of Trustees in effect at the time, and with all related Faculty Senate legislation.

1. Membership:

The members of the Department Evaluation Committee shall consist of at least two tenured faculty members, one tenured alternate, and the Department Chairperson, who shall be a voting ex-officio member; provided that there shall be an odd number of voting members. Membership shall be for two years, and is renewable.

(Amended in Oct. 1996 to expand membership beyond two tenured faculty and the Chair, and to require an odd number of voting members.

1. Election:

Department election to the DEC shall be conducted before the end of the Spring semester in even numbered years. Terms shall begin the following September. An election to fill a vacant alternate position will be held within the semester the position becomes vacant.

1. Conflicts of Interest:

Members may not participate in decisions affecting their own tenure, promotion, evaluation or sabbatic leave. When a member of the DEC is being considered for promotion, that member may not participate in any promotion deliberations.

1. Function:
	* 1. The DEC shall convene, and have access to faculty personnel records, in time to issue notification to members eligible for consideration in accordance with contractual guidelines.
		2. Peer Evaluation: Members being evaluated may request written evaluations from peers in the Department, the University or other institutions to which their academic work is related. Such evaluations must be considered by the DEC. The DEC may solicit peer evaluations, but those must be made available to the member being evaluated, and the member may place a response in the file.
		3. Student evaluations of faculty must be considered by the DEC in decisions concerning renewal of appointment, tenure, promotion and professional assessment, within the following guidelines:
	1. Timing
		1. During the first year of appointment, faculty members must provide the DEC with student evaluations for at least two courses during the first semester.
		2. After the first year, members being evaluated must provide student evaluation representing a full record of their teaching, including both general education and upper division courses.
	2. The Department Chairperson is responsible for informing new faculty members that student evaluations are to be administered by a third party and that evaluations will not be seen by the faculty member until after grades have been submitted.
	3. For the purpose of DEC review, faculty members must use an evaluation instrument approved by the Department. The Department will review and approve evaluation instrument(s) annually, during the Fall semester.
	4. Faculty members may supply their own interpretive commentary on the results of their student evaluations; this commentary must be considered by the DEC.
	5. Evaluation data will remain confidential at the Department level, except for the DEC’s considerations, and will be released to others only when the member evaluated waives his/her right to confidentiality.
		1. It is the consensus of the Department that peer review through classroom observation should be part of the DEC review of candidates for renewal, tenure, promotion and professional assessment. Observers shall be members of the DEC, or at the request of the faculty member, other members of the Department faculty. Faculty members to be observed shall receive notice of the intended observation, and shall have the opportunity to request both rescheduling and additional observers.
		2. Evaluation of part-timers is the Department Chairperson’s responsibility, although the Chairperson may request assistance from other department members.
2. When the DEC’s recommendation is for an “unsatisfactory” evaluation, denial of tenure, denial of promotion, or non-renewal:
	* 1. The faculty member must be notified of this recommendation by the DEC Chairperson.
		2. The faculty member may appear before the DEC before the signing the evaluation report.
		3. The DEC must reconsider and may amend its recommendations as the result of this meeting.
		4. The faculty member may also request, and the DEC must the call, a full department meeting at which the faculty member may make his/her case.
		5. Other department members may then add their written opinions, individually or jointly, to the DEC’s recommendation to the Dean.
		6. Faculty members may respond in writing to negative evaluation of their work and place this response in the file.
3. Sabbatic leave requests: The DEC acts as a sabbatic leave committee. Any DEC member applying for a sabbatic leave will be replaced by the alternate when the DEC considers he DEC member’s request.

Revised October 27, 1995; amended October 1996