I. FACULTY

The faculty of the Department of Political Science includes regular, auxiliary, and emeritus faculty members. Faculty participation is critical to the governance of the Department, and input will be sought from all faculty. However, only those persons appointed with titles of professor, associate professor, assistant professor, professor clinical teaching track (C/T), associate professor C/T, assistant professor C/T, senior instructor, and instructor, who serve on appointments totaling fifty percent or more to the Department, are eligible to vote on Departmental governance matters (these are the faculty to which the term *regular faculty*, as used in this document, refers). Faculty with the titles of professor, associate professor, and assistant professor are eligible to vote on all matters in the Department; those with the title of senior instructor, instructor, assistant professor C/T, associate professor C/T, and professor C/T may vote on all matters, except for those matters prohibited by regental rule. The Department makes a variety of lecturer appointments to cover specific teaching needs. These faculty will be consulted, as appropriate, in areas related to their contributions to the Department. These auxiliary faculty are not expected to participate in governance. Appointment as an emeritus faculty member recognizes retired faculty members who have given long service to the University, and many such faculty give continuing valuable service to the University even after their retirement. Such continued involvement with the Department as may be negotiated with the Department Chair is welcomed, but emeritus faculty do not vote on Departmental governance matters.

II. DEPARTMENTAL ADMINISTRATION AND DECISION MAKING

A. Department Chair

1. The Department Chair is appointed as follows. A Chair nominating process is carried out by the faculty of the Department, through deliberative Departmental meetings in which all vote-eligible faculty may participate and vote (see Part I for vote eligibility). Following a Departmental vote, the faculty will submit its Chair recommendation to the Dean. If the Dean does not concur with the Department faculty's recommendation, the Dean will meet with the Department faculty to discuss his/her reasons for disagreement. The Department may subsequently choose to nominate a different candidate, or may re-nominate their original candidate for Dean’s review. Final appointment of the Department Chair, following Department nomination and Dean’s review is made by the Chancellor.

2. The Chair of the Department will be a tenured member in the Department or, if selected from outside the University, eligible for tenure within the Department.
3. The Chair will be responsible for providing intellectual leadership toward achievement of the highest possible level of excellence in the teaching, research, and service areas of the Department and has general administrative responsibility for the Department and its programs. Her/his specific responsibilities are detailed in Appendix B: ROLES AND RESPONSIBILITIES OF DEPARTMENT CHAIRS, to Regents Law.

B. Departmental Decision Making

Policy and program decisions are made by the Department faculty and by the Chair. The Chair makes decisions on Department policies and programs after consultation with the faculty. Whenever practical, such consultation will include discussion at a meeting of the faculty. Underlying all consultation is the principle that matters of greatest importance should receive the widest consultation. Matters of less general importance should be resolved with the persons most affected by the decision.

1. Process. Faculty meetings will operate generally on the basis of consensus. At any time, any faculty member or the Chair may call for a formal vote or ask to enact Roberts’ Rules of Order to deal with an issue. The Department will operate with the presumption favoring simple majority rule on all matters.

2. Format. Faculty meetings will be held at least two times each semester (except for summer). A schedule of regular faculty meetings will be distributed by the Chair at the start of each semester. The Chair may call additional meetings as necessary, or additional meetings will be scheduled on the call of a minimum of one third of the regular faculty. The Chair prepares the agenda for faculty meetings and provides the opportunity for faculty members to add agenda items. The Chair distributes minutes of all faculty meetings. The presence of 50 percent of the faculty in residence during that semester constitutes a quorum.

C. Departmental Faculty Positions

The following faculty positions are appointed annually by the Chair, in consultation with the faculty, for one-year, renewable terms. Course releases should be granted for these positions.

1. Undergraduate Advisor: Advises students on major and minor requirements and certifies students for graduation.

2. Graduate Advisor: Serves as graduate advisor and coordinates the graduate functions of the Department.
III. COMMITTEES

The Department shall organize such faculty committees as are necessary, such as a committee to evaluate the research, teaching and service of a Department member up for reappointment, tenure or promotion, a post-tenure review committee, a recruitment committee to organize a faculty search, and appeals/grievance committees (e.g., student grade appeals, faculty grievance committee).

Committees will be created by the Department Chair (and confirmed at a Department faculty meeting, or confirmed by polling of all vote-eligible Department members when a faculty meeting is not scheduled before the committee needs to begin its work), OR Committees will be created and voted upon during scheduled faculty meetings.

IV. FACULTY DUTIES AND RESPONSIBILITIES

Each faculty member in the Department is expected to perform over a full range of instructional, scholarly, and service responsibilities.

A. Instructional Activity: The duties of all faculty include the teaching of formal courses. The normal teaching assignment is four formal courses in a two-semester academic year subject to approval of the Chair and Dean. In addition to formal course instruction, faculty members are expected to provide support across a reasonable range of other instructional activities, including: directing undergraduate and graduate student independent studies, directing theses, working with students on Latin honors projects, and developing curricular materials.

B. Scholarly Activity: All tenure-track and tenured faculty members are expected to be regularly engaged in scholarly activity. For most, this will result in a steady rate of convention presentation and published work in high-quality, peer-reviewed outlets.

C. Service Activity: All faculty members are expected to participate in the governance of the Department in accord with their appointment, including service on Department committees. Contributions to College and University committees and governance also are important as is service to major academic and professional organizations and community organizations.

V. ANNUAL MERIT EVALUATION

A. All Department faculty with the titles of professor, associate professor, assistant professor, professor clinical teaching track (C/T), associate professor C/T, assistant professor C/T, senior instructor, or instructor will receive an annual merit evaluation
and annual performance rating (i.e., not meeting expectations, meeting expectations, exceeding expectations or outstanding), in accordance with university policy.

B. The annual merit evaluation and assignment of a performance rating for each faculty member will be completed by the Chair of the Department, who will consider each faculty member’s annual Faculty Report of Professional Activities, in discussion with each faculty member.

C. If any faculty member wishes to formally dispute their annual merit evaluation, the Department will convene a committee of all tenured faculty to review the case (the committee will include neither the disputant nor the Chair). The committee will review material presented by the disputant and the Chair and will have authority to assign the final departmental performance rating in the disputant’s case. The disputant retains the right to take his/her disagreement regarding the annual merit evaluation to the Dean’s Advisory Committee for Faculty Personnel Decisions.

VI. POLITICAL SCIENCE PRIMARY UNIT CRITERIA AND PROCEDURES FOR TENURE, PROMOTION AND COMPREHENSIVE REVIEW

A. For Tenure-Track and Tenured faculty (see Appendix 1)
B. For Clinical Teaching Track faculty (see Appendix 2)
C. Procedure for selection of external reviewers for tenure, promotion and comprehensive review (See Appendix 3)

VII. AMENDMENT OF BY-LAWS

The by-laws may be amended upon written notice of two weeks when classes are in session. A two-thirds vote of the faculty of the Department is required to amend the by-laws.