

DEPARTMENT OF POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

Bylaws

Approved by the Department September 25, 2019

MISSION

The Department of Political Science and International Relations is an academic unit within the College of Arts and Sciences. Consistent with the policies and procedures of the University, the purpose of the Department is to promote the general mission of the University of Delaware: excellence in instruction and advisement, scholarship, and service within the University, the academic profession, and in the greater community.

A separate approved Workload Policy governs expectations for faculty performance in teaching, scholarship/creative activity, and service: <https://provost.udel.edu/files/2014/12/POSC-workload-10eo2gg.pdf>

A separate approved Merit Metric describes criteria for the annual merit ratings that are given to faculty by the chairperson and provides the formula that governs calculation of annual merit allocations: <https://provost.udel.edu/files/2014/12/POSCIR-Merit-Metric-5-2013-23sabfd.pdf>

A separate approved document governs promotion and tenure policies and procedures: <https://provost.udel.edu/files/2014/12/POSC-PT-2016-Revised-1y9bnsy.pdf>

All department policies, procedures, and operation are subject to and consistent with those of the University and of the College of Arts and Sciences.

ADMINISTRATION

Chairperson

The Chairperson represents the Department both within and beyond the University. The President of the University, upon the recommendation of the Dean of the College of Arts and Sciences and Provost appoints him or her normally for a five-year term, in compliance with the policies of the University (<http://facultyhandbook.udel.edu/handbook/22-academic-organization-roles-academic-officers>).

When the Chairperson is chosen from among Department faculty the Department participates by submitting nominations to a search committee created by the Dean of the College. The search committee is typically comprised of an external Chair, an external member and three tenured or tenure-track members of the Department, one from each rank.

Upon concluding its search, the search committee makes a recommendation to the Department, which must be approved by a two-thirds vote of the full-time tenured and tenure-track faculty

participating in a duly constituted Departmental meeting. The recommendation is then submitted to the Dean of the College.

The Chairperson is the chief administrative officer of the Department and is responsible for the overall functioning of the Department, which includes managing the Department's budget and supervising the office staff. The Chairperson appoints the membership of all Departmental committees, with the exception of the Executive Committee, and conducts annual appraisals of all Department faculty. The duties of the Chair are described in further detail in the University's Policy Guidelines for Department Chairs and Academic Program Directors (<http://www1.udel.edu/provost/chr-ad/duties.html>).

Sub Chair Appointments

Sub chair appointments are left to the discretion of the Department Chairperson. A Chairperson may choose to appoint an Associate Chairperson or Director of Undergraduate Studies or Director of Graduate Studies, or other subchair appointment, or some combination thereof.

Departmental Faculty

All full-time faculty with primary appointments within the Department are the Regular members of the faculty and collectively constitute the Department.

Voting Members of the Department shall be full-time tenured, tenure-track, or continuing (non-tenure) track appointments in the University. Tenured and tenure-track faculty shall have voting privileges on all department issues corresponding to their rank. Full-time continuing track faculty shall have voting privileges on non-personnel issues related to the track (teaching, research, or service) specified in the job contract under which they were hired. Measures pass by majority vote, except in cases involving decisions that explicitly require a two-thirds or majority vote of tenured and tenure-track faculty. Any changes to the department bylaws must also have two-thirds vote of tenured and tenure-track faculty.

Voting Members of the Department must also have their primary (at least 75%) appointments in the Department of Political Science. Consistent with the Department's voting rules, full-time faculty with less than a 75% assignment to Political Science may be granted Voting Member Status for a two-year period by a two-thirds vote of tenured and tenure-track Voting Members at a Department Meeting. This status must be reconsidered every two years.

Tenured and tenure-track members of the Department are required to perform the duties expected of all full-time University of Delaware faculty, including responsibilities of teaching, scholarship, and service as reflected in their workload assignment. These responsibilities include holding regular office hours and sharing the work of Departmental governance. Continuing Track faculty are required to perform duties as outlined in their workload agreement and contract as appropriate. Departmental faculty members are accorded all the privileges and rights recognized by appropriate University policy.

In cases of recommendation to academic rank, other than promotion and tenure decisions, all Voting Members may vote. Such recommendations may pertain to secondary, joint, adjunct, temporary, and emeritus appointments within the Department. In such cases, the Executive Committee nominates the individual but two-thirds of the tenured and tenure-track Voting Members must approve any such nomination at a duly constituted Departmental meeting.

As per the guidelines adopted by the College of Arts and Sciences, joint and secondary appointments may be offered and approved by the Dean following a favorable two-thirds vote of the tenured and tenure-track members at a duly constituted Departmental meeting

(<https://www.cas.udel.edu/admin-handbook-sub-site/Documents/Procedures%20for%20Joint%20and%20Secondary%20Appointments.pdf>)

Joint and secondary appointments are for three-year terms and are renewable by a two-thirds vote of the Voting Members except in cases where the joint or secondary appointment was made during hiring. Persons holding joint and secondary appointments are eligible, by mutual agreement, for cross-listing of courses but are not eligible for tenure, Voting Member status, or other such normal perquisites of primary appointments in the Department. Requests for such appointments (or their renewal) must include a CV and statement of purpose pursuant to the joint or secondary appointment. Notice of pending expiration of such appointments shall be provided to individuals at least two months in advance by the department to facilitate an orderly process.

The voting members of the faculty may approve all adjunct faculty following the review of the Executive Committee, by a two-thirds vote of the tenured and tenure-track faculty. The collection of approved adjunct faculty constitutes a pool from which the Chair may draw for relevant class assignments.

All members of the Department are required to perform the duties expected of them as reflected in their workload assignment.

Departmental Meetings

The Chairperson presides over Departmental meetings, which shall take place as needed but at least once each semester of the academic year. A duly constituted Departmental meeting requires a quorum, which shall consist of fifty percent of the Voting Members of the faculty. Ordinary Departmental decisions are by majority vote of Voting Members or holding written proxies. Decisions to hire new faculty for tenure-track and continuing-track appointments require a two-thirds favorable vote of tenured and tenure-track Voting Members present at the Departmental meeting or holding written proxies. A call for those with written proxy votes shall be made at the start of departmental meetings, and those with written proxy votes must announce them at that time. Proxies announced at that time will be accepted unless a majority of the Voting Members present oppose proxies. Faculty using proxies shall give them to tenured or tenure-track, rank-and-file voting members and inform the Department Chair in writing. No tenured or tenure-track faculty shall have more than three proxies. Proxies, however, do not count in the creation of a quorum.

Joint, temporary, and adjunct professors in the department may attend at-large department meetings except when the agenda includes confidential discussions and personnel matters, and they do not have voting privileges. The graduate student representative may also attend at-large meetings for which there was an explicit invitation.

The minutes of each Departmental meeting shall be recorded, and copies shall be provided to each member of the Department as well as to the office coordinator or the assistant to the Chairperson.

COMMITTEES AND RESPONSIBILITIES

Executive Committee

The Executive Committee exists to advise the Chairperson on general matters of Departmental policy and administration. The Executive Committee will be chaired by its most senior regular (non-alternate) member defined by rank and years in rank. The Chairperson of the Department serves as a non-voting ex officio member of the Executive Committee with the special right to call meetings during the regular fall and spring terms. Department Chairs wishing to schedule meetings must give one week's notice to the Executive Committee Chair, who shall convene a meeting during the next available week. The Executive Committee shall consist of one member from each rank — Assistant, Associate, and Full Professor — of the Department, and elected annually by majority vote by all Voting Members of the faculty. In addition, one member at large and one alternate shall be elected, without respect to rank. All elections to the Executive Committee shall be by secret ballot conducted before the end of classes in the spring semester, though membership on the Executive Committee begins on the following September 1. Executive Committee members serve during the academic year and until August 31 of the following year, and such members may serve no more than two consecutive years before becoming ineligible for another two years. The ineligibility rule, however, shall not apply when there are fewer than three people in rank.

The Executive Committee shall meet as needed but at least once each semester. Decisions requiring a vote will be considered to pass if they receive support of 75% of those voting. The elected alternate is encouraged to attend and participate but will not vote except in place of an absent member.

The appointment and renewal of exchange professors, and other temporary full-time and part-time faculty, is upon the joint recommendation of the Department Chairperson and the Executive Committee. The proposed appointment is then presented to the Department Faculty. In a manner consistent with regular personnel appointments, two-thirds of the tenured and tenure-track faculty must approve the recommendation for it to move forward.

Except as otherwise noted, the Chair of the Department shall appoint members and chairs of the following committees:

Graduate Committees

The Graduate Admissions Committee (“GAC”) shall recruit and admit qualified graduate students. The GAC makes recommendations to the Department Chairperson regarding funding for graduate students. The GAC also recommends graduate students for competitive fellowships and other funding opportunities within the University.

The Graduate Policy Committee (“GPC”) implements the rules and regulations of the graduate program. A graduate student in good standing shall be appointed to this committee as a *liaison* representing and expressing the interests of the graduate students. In the case of individual graduate students, this committee or its chairperson can make appropriate exceptions to the policies of the graduate program. New courses, elimination of courses, rules and regulations, and other fundamental changes in the graduate program, require the approval of the Department. When a graduate student is eligible to complete qualifying examinations, the chairperson of the GPC works with the appropriate field committee coordinator to convene a faculty committee to create, administer, and grade these examinations.

Other duties and roles, including that of field committee coordinators, shall be outlined in the Graduate Handbook and by the Graduate Policy Committee.

Field Coordinators and Field Committees

Field committee coordinators, in conjunction with field committees, shall work with the chairperson of the GPC to convene a faculty committee to create, administer, and grade graduate examinations. Field committees shall also work with the Undergraduate Committee, as necessary, to review relevant course offerings in the majors and minors offered or administered by the Department. Field committee coordinators shall be tenured professors and appointed by the Department Chairperson annually. Field committees shall be self-identified.

Undergraduate Committee

The Undergraduate Committee coordinates and manages the undergraduate curriculum, although all regular members of the Department are expected to serve as academic advisors to undergraduate majors. The committee should represent all ranks and all five fields of the Department’s research and teaching commitments. New courses, elimination of courses, rules and regulations and other fundamental changes in the undergraduate program require the approval of the Department.

Promotion and Tenure Committee (PAC)

The Department’s Chair and staff shall organize in the spring semester the election of a subfield Personnel Action Committee (“PAC”) that reflects a candidate’s main subfield if there are candidates. For tenured and tenure-track faculty, a ballot comprising the names of eligible tenured faculty to be part of the subfield PAC shall be voted upon by all Voting Members of the faculty. The elected subfield PAC will be in effect until the end of the academic year that the candidate is applying for promotion. The Committee will be chaired by the senior member of the group as determined first by rank and second by years of service in the Department. The subfield PAC shall consist of at least three members. Members of the PAC can also be members

of the Executive Committee. Dossiers for candidates are open for review by all Voting Members of the faculty at or above the rank being sought by the candidate.

Faculty hired before March 2017 when the Department's current promotion and tenure criteria were adopted may opt to pursue promotion under the criteria in place when they were hired. In such cases, the Executive Committee, reconstituted as the PAC, may serve as a Committee on Promotion and Tenure as specified under the previous promotion and tenure criteria.

The criteria for promotion and tenure in the Department are articulated at <https://provost.udel.edu/files/2014/12/POSC-PT-2016-Revised-1y9bnsy.pdf>.

In all matters relating to renewal or promotion, all application materials shall be available for review by all eligible Voting Members of the faculty. The Chairperson of the Department shall absent himself or herself from deliberations of the Personnel Action Committee.

Honors and Awards Committee

The principal responsibility of the Honors and Awards Committee is to select students to receive the undergraduate awards or honors conferred by the Department. Select graduate awards may be included as well. The Honors and Awards Committee will seek nominations and advice from the members of the faculty.

Other Committees

As the need arises, the Chairperson may create other committees on an *ad hoc* basis to handle particular matters or to discharge particular obligations, so long as the charge of such committees does not supersede the obligations of existing committees (or does so with their permission as determined by a 75% voting majority of committee members).

Pre-Tenure Peer Review Committee

Peer review committees shall be convened in the second and fourth year of employment, assessing a faculty's progress as per the expectations outlined in the Department's Promotion and Tenure document.

Post-Tenure Peer Review Committee

Tenured associate and tenured full professors shall be reviewed periodically (every 3 to 5 years for associate; and 5 to 7 years for full professors) by their Departmental peers in accordance with the terms outlined in the University of Delaware Faculty Handbook Section 4.3.5 (<https://facultyhandbook.udel.edu/handbook/435-evaluation-faculty-members>). All tenured faculty members are expected to continue productivity in the three traditional areas of teaching, scholarship, and service, except to the degree that the faculty member modifies allocation of effort in accordance with a special formal arrangement with the chair. Dossiers must be requested at least 45 days prior to their due date, and all dates must fall within the fall or spring terms, as must the due date for the committee to report to the Chair. For Associate Professors,

the Peer Review Committee shall be the appropriate elected field PAC comprised of tenured professors. For Full Professors, the Chairperson of the Department will appoint an *ad hoc* Peer Review Committee to conduct such reviews, and this committee will consist of tenured full professors.

The Peer Review Committee will review a dossier that must be compiled by the faculty member under review. This dossier is designed to document the faculty member's productivity in all three areas under review. The Peer Review Committee may also request an interview with the faculty member, or the faculty member may request such a meeting with the committee. The Peer Review Committee will prepare and submit to the Chairperson of the Department a written report evaluating the performance of each faculty member being reviewed. The peer evaluation of teaching, scholarship, and service contributions must correspond to standards of continued faculty performance as outlined in the Department's policies and expectations pertaining to promotion and merit. The Chairperson must also prepare an independent evaluation. The Peer Review Committee's report and the Chairperson's report are forwarded to the Office of the Dean of the College of Arts and Sciences.

Continuing Track Appointments: Continuing Track Faculty Contract Renewal and Peer Review Committee

As per the Faculty Handbook (4.1.6), full-time continuing track faculty shall be hired through regular University procedures governing new position approval, recruitment, and affirmative action. The Department's hiring priorities, however, shall be consistent with the "primary commitment", articulated in the Faculty Handbook (4.1.6), that "in the future, the focus of appointments will be to hire 'tenure track' faculty" (<https://facultyhandbook.udel.edu/handbook/416-non%E2%80%90tenure-track-faculty>).

Continuing Track faculty shall be reviewed, as per the Faculty Handbook. The Faculty Handbook notes that in years 2 and 4 the process mirrors the tenure track pre-tenure review, including peer review, Chair, and Dean reviews. The 9th year review includes no peer review committee. Reviews take place every 5 years after year 13.

In cases involving Continuing Track faculty, renewals of such appointments shall be made upon recommendation of both the Department Chairperson and the Department's Executive Committee and/or the relevant field PAC at intervals stipulated by the Faculty Handbook, Section 4.1.6 (<https://facultyhandbook.udel.edu/handbook/416-non%E2%80%90tenure-track-faculty>). Renewal applications should include a minimum of a letter of intent, teaching, and service portfolio. All renewal application materials shall be open to all Voting Members of the faculty upon request.

In addition to procedures outlined by the Faculty Handbook, a Departmental committee appointed by the Chair shall evaluate Continuing Track faculty. It will be chaired by the most senior member of the relevant field committee, or the Director of Undergraduate Studies. The committee shall also include members with credentials reflective of the Continuing Track faculty's assigned workload. Thus, non-chairing members should include a tenured member of the Executive Committee and/or a more senior Continuing Track faculty member and/or a

faculty member with credentials beyond the norm in the areas relevant to the faculty's workload (e.g., awards, publications, extensive service or mentoring experience, or instructional duties in pedagogy). A letter is to be prepared regarding evaluation that will be due to the Chair of the Department by March 15.

Materials shall be submitted by February 15 of the academic year in which the review is scheduled to take place. Materials to be submitted should include CV, teaching portfolio, discussion of service activities, and the results of a peer teaching visit.

Faculty on five year rolling contracts are subject to peer evaluation every five years.

The promotion of Continuing Track faculty need not coincide with their review schedule but will be conducted in line with the department promotion procedures, committee formation, and due dates. Promotion documentation shall include the same materials but shall also include the results of peer teaching review visits, and need not include a section on research productivity unless the Continuing appointment was defined as possessing a research load by virtue of external funding in support of grant and contract responsibilities. (See Faculty Handbook 4.1.6.) Promotion guidelines and expectations are outlined in a separate Department document on promotion.

Search Committee

The department maintains a hiring plan that sets priorities for any new hires. This hiring plan is developed by the Chair working with the Executive Committee and Field Coordinators and recommended to the faculty for adoption. Updates to the hiring plan are approved by a majority vote of the tenured and tenure-track faculty at a department meeting. The chairperson presents the department's hiring priorities and accompanying rationales during budget meetings with the Dean and Associate Dean. Except in extraordinary circumstances, hiring shall be in accordance with the Departmental hiring plan.

When a faculty position opens in the Department, the Chairperson, in compliance with University policy, shall appoint an *ad hoc* Search Committee and its Chairperson who shall be a senior faculty member. The Search Committee members will be drawn from a mix of fields within the Department, with at least half the committee's composition representing as much as possible the primary field within which the position will be filled. The job description of any available position shall be written by the Chairperson of the Search Committee and the Chairperson of the Department in accord with the needs of the Department as expressed in our hiring plan and in a dedicated portion of a departmental meeting. If the proposed hire is in accord with existing hiring plan, but action is necessary outside the regular term, the Executive Committee may approve a job advertisement notwithstanding provisions regarding meeting only during the term. The Search Committee shall be responsible for selecting a pool of semi-finalists from among the applicants (typically 10), of which the Department shall consider and assist in winnowing down to a group of finalists (typically 4). The Chairperson of the Department has the prerogative to reject recommendations from the Search Committee. The dossiers of candidates are open for review by all members of the faculty.

Following interviews of the finalists, the Search Committee shall make a recommendation to the Chairperson and the Department faculty. At a Departmental meeting, the Voting Members of the faculty will choose a candidate from the finalists, or rank the candidates. Hiring decisions require a favorable vote of two-thirds of the tenured and tenure-track Voting Members present in person or by proxy at a duly constituted Departmental meeting. The Chairperson shall, in consultation with the Dean of the College of Arts and Sciences, negotiate the terms of appointment with the candidate.

FACULTY DEVELOPMENT

The Department provides travel money to promote the professional development of the faculty. The Chairperson establishes the travel allowance and shall distribute funds in an equitable manner and in accordance with University policies. The Chairperson shall consider other faculty requests for professional development to the extent available funds permit.

RULES OF PROCEDURE

Departmental meetings and amendments to this document shall be in accord with Roberts' Rules of Order except to the extent that they are inconsistent with the Department of Political Science's bylaws and Faculty Handbook.