

DEPARTMENT OF POLITICAL SCIENCE AND INTERNATIONAL AFFAIRS

BYLAWS

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ARTICLE I

PREAMBLE

Faculty shall have power to initiate measures pertinent to their duties and the affairs of the department as they shall deem necessary in an initiative measure. All tenured and tenure track faculty, and permanent lecturers shall be eligible to vote. Faculty may also offer amendments to this governance model. To offer an amendment to the model a majority of faculty (a quorum of the whole) must so vote. To ratify an amendment, a supermajority (67%) of faculty present must vote to approve. Tenured, tenure track, and permanent lecturers status are eligible to vote. The governance model of the Department of Political Science and International Affairs requires that all votes must be conducted by secret ballot.

ARTICLE II

STRUCTURE AND OPERATION

A. CHAIR

1. Election

The chair shall be elected from a pool of those tenured faculty members willing to serve and carry out the duties hereinafter listed as "Duties of the Chair." Tenured faculty, tenure track faculty, and permanent lecturers shall be eligible to vote. The chair-elect must be elected by a majority of faculty (a quorum of the whole) voting and the candidate must be approved by the Dean. If no candidate receives a majority, a run-off election between the top two vote getters shall take place to produce a majority candidate. In the event of the chair's absence or inability to perform the duties of the office, the assistant chair becomes interim chair until such time as the chair returns, becomes able to perform the duties of the office, or is replaced by another full-time chair. The interim chair will then nominate a new assistant chair. Faculty must ratify that nomination by a majority vote. If there are no eligible candidates for chair, or if the faculty desire, the faculty may, by majority vote, petition the Dean for a line in the budget to conduct an external, national search.

2. Term

The chair shall serve a four (4) year term, renewable for one additional term. The maximum time that a chair shall serve is eight (8) consecutive years.

3. Recall of Chair

Faculty shall have power to recall a chair. A majority (a quorum of the whole) of faculty must present their votes by secret ballot. A supermajority (67 % of those present) vote is required for the recall measure to pass and the recall is subject to approval by the Dean.

B. ASSISTANT CHAIR

1. Selection

An assistant chair shall be nominated by the chair. Such nomination must be ratified by a majority of faculty voting (a quorum of the whole). In the event that the candidate does not receive a majority vote, the chair shall nominate another candidate, who shall be approved by a majority of faculty voting. Tenured, tenure track, and permanent lecturers shall be eligible to vote for assistant chair.

2. Term

The assistant chair shall serve a two (2) year term, renewable for one additional term. The maximum time that an assistant chair shall serve is four consecutive years.

3. Recall of Assistant Chair

Faculty shall have the ability to recall an assistant chair. A majority (a quorum of the whole) of faculty must present their votes by secret ballot. A supermajority (67 % of those present) vote is required for the recall measure to pass.

ARTICLE III

DUTIES OF THE CHAIR

- Budgeting and fiscal management of department resources
- Managing day-to-day administrative responsibilities
- Supervising staff assigned to the department
- Assigning faculty and staff work loads
- Recruiting and orienting faculty and staff
- Identifying/determining faculty roles, priorities, assignments
- Fostering teaching and developing and updating curriculum
- Fostering scholarly activity
- Encouraging service/outreach

- Developing/mentoring/coaching faculty and staff
- Creating a supportive, productive work environment/culture
- Providing feedback and performance evaluation to faculty
- Creating a shared vision, setting goals, developing plans
- Coordinating relationships with external constituencies
- Administering academic/human resources/legal policies
- Disseminating/sharing department information
- Dealing with the media
- Serving as an advocate for the department's interests
- Leading the department in the implementation of strategic planning
- Making recommendations to the deans and the Vice President for Academic Affairs as to promotion, non-renewal (termination), granting of tenure, and salary increases
- Proposing to the dean appropriate faculty staffing levels and preparing requests for the addition of new faculty
- Creating departmental committees for assistance with appropriate duties
- Holding regular meetings of the department
- Maintaining appropriate files, records, and data pertaining to departmental operations as required by the deans and Vice President for Academic Affairs with due concern for confidentiality
- Assisting the department in maintaining relationships with alumni and other external constituencies of the department
- Teaching classes
- Developing curricular programs/individual courses
- Advising and mentoring students
- Scheduling and providing for student advisement
- Seeking research funding; conducting research and scholarly activities
- Participating on College/University governance committees/task forces
- Participating on College/University search committees
- Participating on outside committees and task forces
- Performing leadership tasks in professional associations/networks
- Providing pro bono/paid consulting services
- Participating in development activities of professional associations/networks
- Conducting personal growth activities

ARTICLE IV POSSIBLE DUTIES OF ASSISTANT CHAIR

Some or all of the following duties may be assigned to the Assistant Chair.

- Dealing with student issues ranging from their complaints to faculty complaints of cheating and criminal behavior
- Recruiting and orienting students

- Managing space and facilities
 - Preparing various regular and ad-hoc reports
 - Coordinating teaching schedules with faculty
 - Supervising and mentoring part-time faculty
 - Other assigned duties
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- Teaching classes
 - Developing curricular programs/individual courses
 - Advising and mentoring students
 - Scheduling and providing for student advisement
 - Seeking research funding; conducting research and scholarly activities
 - Participating on College/University governance committees/task forces
 - Participating on College/University search committees
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ARTICLE V

MISCELLANEOUS

1. Committee Assignments and Travel Funds

Faculty committee assignments and travel funds shall be decided by the Chair in conjunction with individual faculty members' abilities and interests. Committee assignments shall be balanced according to rank, such that untenured faculty will be given assignments suitable for their rank and interests, while tenured, more senior faculty shall be responsible for committees involving larger concerns to the University. Faculty shall serve 1 or 2 year terms according to the type of committee assignment necessary. Committee Assignments for the 2007-2008 academic years is appended below.

2. Search Committees

When a search for a faculty member is conducted, the committee assembled for that purpose shall rank the candidates. A majority of the tenured and tenure-track faculty, and permanent lecturers must be present (a quorum of the whole) and must vote to approve the ranking by supermajority (67% of those present) before an offer can be made.

ARTICLE VI. Department Faculty Council

There Shall Be a Department Faculty Council

A. Roles & Responsibilities

1. The DFC is advisory to the Chair.
2. The DFC is to promote collegiality and effective shared governance in the department by enhancing communication between the Chair and faculty members and by ensuring transparency in the development and implementation of departmental policies including but not limited to strategic planning, budgeting, hiring, space and resource allocation, work and teaching load, reassigned time, salaries and raises, appointment and reports of ad hoc committees, and other matters arising that may affect department faculty members.
3. The DFC shall have the right to prompt access to departmental information relating to the above.
4. The DFC may work with the Dean and/or the Ombuds Office to address issues arising in its work that may require such assistance and may notify the Faculty Senate Executive Committee.
5. The DFC shall carry out its role and responsibilities by addressing issues and concerns brought to it by individual or groups of department faculty members.

B. Membership & Procedures

1. The DFC shall have five members, three of whom shall be tenured faculty members of the department. The remaining members may be non-tenured, but must be tenure-track full-time faculty members of the department. The Department Chair is an ex officio, nonvoting member. The Department Chair shall respect the DFC's desire, on occasion, to meet without the Department Chair present.
2. The chair of the DFC shall be one of its tenured members, chosen by the members of the DFC.
3. The department may, by a two-thirds vote of its permanent full-time teaching faculty members who have voted, add one or more member(s) to or recall one or more from the DFC. Recalled members must be replaced by election by the department's permanent full-time teaching faculty.

5. DFC members' terms shall be two years.
6. The DFC shall meet at least once per year, shortly after the beginning of the academic year, and then, as needed. Any DFC member may call for a meeting.
7. Proposals to amend these Bylaws may be made by any full-time faculty member of the Department.
8. Should an issue come before the DFC, a committee meeting will be held and timely notification given to all faculty members.
9. A majority vote of the full-time faculty voting shall be required to amend the Bylaws. Voting shall be by secret ballot.
10. The DFC shall maintain confidentiality as necessary.

Appendix A.

Committee Assignments 2007-2008 Academic Year. (8/31/07)

Departmental Committees:

Program and Curriculum Assessment Committee: Neuby (Chair), Doleys, Griffith, Johnston, Wingfield, Zebich-Knos,

Purpose: Continuously monitor and assess the quality and effectiveness of student learning, and make recommendations to the Department and to the Chair regarding student learning.

1. Establish and regularly evaluate student learning outcomes for each degree program in support of the KSU Assurance of Learning Initiative.
2. Review method(s) of evaluating learning outcomes of the degree programs.
3. Compile and interpret data of student learning.
4. Coordinate the Assurance of Learning (AOL) progress report.
5. Monitoring student course evaluation and Pre/Post test.

6. Monitor peer review procedure.
7. Other tasks appropriate to the purpose of the Committee.

Tenure and Promotion Committee: Gordon, Griffith, Neuby, Raines (Chair), Swint

Purpose: Evaluate faculty portfolios for third-year, tenure, and promotion reviews and make recommendations on tenure and promotion decisions.

1. Evaluate faculty portfolios for third-year, tenure, and promotion reviews, and make recommendations on tenure and promotion decisions in accordance with procedures and expectations outlined in the Department Guidelines, College guidelines, and KSU Faculty Handbook.
2. Make recommendations to the Department regarding changes in the Department Guidelines
3. Other tasks appropriate to the purpose of the Committee.

Curriculum Committee: Shock (Chair), Bhasin, Collins, Hedeem

Purpose: Oversee curriculum development and new course proposals and initiate changes when necessary.

1. Review, monitor and approve changes in curriculum, including new course offerings, course descriptions, and requirements.
2. Ensure catalog information is current and accurate.
3. Review and approve all special topics proposals.
4. Other tasks appropriate to the purpose of the committee.

Internship Committee: Baker (Chair), McKelvey, Stricko-Neubauer, Swint

Purpose: Advise interns and assist them as they develop a research proposal and prepare a final paper.

1. Meets with the interns as a group at the beginning, middle, and end of the semester to provide guidance and advice.

2. Explore and evaluate internship opportunities available to students.
3. Other tasks appropriate to the purpose of the committee.

Student Services and Awards Committee: Gordon (Chair), Akinyemi, Hallward, Pieper

Purpose: Enhance department services to students to improve retention, progression, and graduation rates and encourage students to excel in academic and co-curricular activities.

1. Develop department plans and coordinate department efforts to improve student retention, progression and graduation.
2. Coordinate annual student recognition ceremony
3. Select qualified student candidates for University awards.
4. Refine and make recommendations regarding advisement process.
5. Coordinate efforts in developing alumni networks for all degree programs.
6. Other tasks as appropriate to the purpose of the Committee.

Lecturer Search Committee: Gillespie (Chair), DeWitt, Kremer

Purpose: Identify/interview candidates and provide Chair and Dean with ranking of suitable candidates for this position

MPA Non-profit Search Committee: Griffith (Chair), Shock, Zimmermann

Purpose: Identify/interview candidates and provide faculty members, Chair, and Dean with information about each candidate and committee ranking of suitable candidates for the MPA nonprofit, full-time, tenure track position

MPA Director Search Committee: Zimmermann (Chair), Baker, Neuby

Purpose:

MSIPM Proposal Committee: Zebich-Knos (Chair), Collins

Purpose: Build proposal for Masters in International Policy Management Degree including curriculum, faculty, and resource needs. Prepare proposal for Board of Regents.

Department Administrative Committee: Li (Chair), Shock (Assistant Chair), Griffith, Johnston, Wingfield, Zebich-Knos

Purpose: Committee consists of the the Assistant Chair and Coordinators of the two undergraduate programs, Political Science and International Affairs; and the Directors of two graduate programs, the Master of Public Administration and the Masters of Conflict Management. Committee plans curricula and resources necessary to support these programs and assists with filing appropriate documentation for assurance of learning, SACS, for University requirements, and other accrediting bodies.

College Committees:

HSS Curriculum: Shock

HSS Scholarships: Stricko-Neubauer

HSS Tenure and Promotion: Akinyemi, Moran

HSS Environmental Studies Program Committee: Hedeem

Interdisciplinary Program Search Committee (Geography): Hedeem

HSS Faculty Awards- Gordon

University Committees:

Admissions Appeals Committee: Moran

Budget and Planning: Raines

Conflict Resolution Advisory Committee: Johnston

Environmental Concerns Committee: Hedeem

Faculty Development and Awards Committee: Zimmermann

Faculty Senate: Zimmermann

General Education Council: Doleys

Graduate Council: Griffith, Johnston

GPCC: Zimmermann, Griffith, Johnston

QEP: Zebich-Knos

PTEU: Gillespie

Search Committee (Financial Aid Director): Moran