

DEPARTMENT OF POLITICAL SCIENCE AND INTERNATIONAL RELATIONS  
Bylaws

(Approved by the Department, October 22, 2008)

**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.

**ADMINISTRATION**

**Chairperson**

The Chairperson represents the Department both within and beyond the University. The Dean of the College of Arts and Sciences appoints him or her for a five-year term, in compliance with the policies of the University. When the Chairperson is chosen from among Department faculty, the Department participates in the selection of the Chairperson by submitting nominations for Chairperson 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 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 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.

**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 sub chair appointment, or some combination thereof.

**Departmental Faculty**

All fulltime faculty with primary appointments within the Department are the regular members of the faculty and collectively constitute the Department. Only these faculty have voting privileges within the Department. In cases of recommendation to academic

rank, other than promotion and tenure decisions, all full-time faculty on continuing appointments may vote. For such a recommendation, a two-thirds vote of the voting faculty needs to be attained. The Executive Committee nominates secondary, joint, adjunct and visiting appointments within the Department, but two-thirds of the regular voting faculty must approve any such nomination at a duly constituted Departmental meeting. Joint and secondary appointments are for three-year terms and are renewable by a two-thirds vote of the regular faculty at a duly constituted Departmental meeting. Persons holding joint and secondary appointments are eligible, by mutual agreement, for cross-listing of courses but are not eligible for tenure, voting in Departmental matters, or other such normal prerequisites of primary appointments in the Department.

Regular members of the Department are required to perform the duties expected of all full-time University of Delaware faculty, including responsibilities of teaching, advising, scholarship, and service. These responsibilities include holding regular office hours and sharing the work of Departmental governance. Departmental faculty members are accorded all the privileges and rights recognized by appropriate University policy.

### **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 regular members of the faculty. Ordinary Departmental decisions are by majority rule. Decisions to hire new faculty for tenure-track appointments require a two-thirds favorable vote of voting members present at the Departmental meeting. Written proxy votes cleared with the Chairperson are accepted for all Departmental decisions that require a vote, unless a majority of the voting faculty present opposes proxies. Proxies, however, do not count in the creation of a quorum.

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 Chairperson serves *ex officio* as chair of the committee. The Executive Committee shall consist of one member from each rank — Assistant, Associate, and Full Professor — of the Department elected annually by plurality vote by all regular 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 in May of the spring semester, though membership on the Executive Committee begins on the following September 1. Executive Committee members serve for one calendar 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. The elected alternate is encouraged to attend and participate but will not vote except in place of an absent member.

In all matters relating to promotion, tenure, renewal, and retention the Executive Committee shall serve as the Personnel Action Committee which will be chaired by the senior member as determined first by rank and second by years of service in the Department. The Chairperson of the Department shall absent himself or herself from deliberations of the Personnel Action Committee.

The criteria for promotion and tenure in the Department are articulated in a separate document.

### **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 convenes a faculty committee to create, administer, and grade these examinations.

### **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.

### **Honors and Awards Committee**

The principal responsibility of the Honors and Awards Committee is to select students to receive the annual undergraduate awards to be conferred by the Department. 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.

### **Post-Tenure Peer Review Committee**

Tenured associate and full professors must be reviewed periodically by their Departmental peers in accordance with the terms outlined in the University of Delaware Faculty Handbook. All tenured faculty members are expected to continue productivity in the three traditional areas of teaching, scholarship, and service. When such reviews are scheduled during any academic year, the Chairperson of the Department will appoint an *ad hoc* Peer Review Committee to conduct such reviews, and this committee will consist of 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.

### **Search Committee**

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 a Departmental meeting. The Search Committee shall be responsible for selecting finalists from among the applicants. The Chairperson of the Department has the prerogative to reject recommendations from the Search Committee. 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 faculty will choose a candidate from the finalists. Hiring decisions require a favorable vote of two-thirds of the faculty present 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.