

# BYLAWS OF THE FACULTY

Department of Political Science

College of Arts and Sciences

Georgia State University

Approved by the Departmental Faculty on March 24, 2016<sup>1</sup>

Submitted to the College for Approval

## ARTICLE I. PURPOSES

These bylaws constitute the rules for the governance of the faculty of the Department of Political Science of Georgia State University.

These bylaws are subject to the Bylaws of the College of Arts and Sciences, the Statutes of Georgia State University, and the Policies of the Board of Regents of the University System of Georgia.

## ARTICLE II. MEMBERSHIP

### Section 1.

The regular faculty of the department of Political Science (designated throughout as the department faculty) shall mean full-time faculty, with Board of Regents approved academic rank as defined in the GSU Faculty Handbook, whose work load is at least 50% assigned to the department of Political Science. Only faculty according to this definition shall have voting privileges in departmental meetings. Professors emeriti, affiliate faculty, other faculty with a secondary appointment in Political Science, adjunct faculty, visiting faculty, part-time instructors, and ex officio members of the faculty may participate in faculty meetings and have the right to be heard, but may not vote. Those who are not members of the regular faculty of the department may serve on committees as specified in the departmental policies and bylaws.

### Section 2. Affiliate Faculty

Full-time faculty at Georgia State University with an academic appointment will be eligible for

<sup>1</sup> Revised by the Department Faculty March 1, 2018; August 21, 2020; December 10, 2020; April 2, 2021.

affiliate faculty status in the department of political science.

- A) Appointment to affiliate faculty status will be made by the department chair by letter. A candidate for affiliate faculty status typically will have a terminal degree in political science, though this is not a requirement. Appointment may occur as part of the hiring process to a faculty position at Georgia State University. All appointments as affiliate faculty members must receive the approval of the chair of the faculty member's home department.
- B) Candidates for affiliate status will provide a CV to the department chair, who will circulate the CV to the department faculty. The faculty will return comments to the chair on the suitability of the candidate. Suitability will be judged by the candidate's qualifications and the needs of the department. The chair will then review the suitability of the candidate in consultation with the executive committee. If the review is favorable the department chair will appoint the candidate as a faculty affiliate via a letter of appointment.
- C) The letter of appointment may specify restrictions on participation on committees. For example, an affiliated faculty member with a terminal degree outside political science may be allowed to co-chair, but not chair alone, a dissertation committee.
- D) Appointment as a member of the affiliate faculty will be renewed by the chair, after consulting the executive committee, every five years. The chair may terminate an appointment to affiliate faculty status, by letter to the affiliate, at any time.
- E) Affiliate faculty do not serve on the department promotion and tenure committee or the lecturer review committee, except as a result of direct appointment by the dean, and are not eligible to serve on the executive committee. Faculty with secondary appointments in Political Science will not participate in the triennial review of the department chair. Affiliate faculty may serve on ad hoc committees upon appointment by the chair of the department.

### ARTICLE III. THE DEPARTMENT CHAIR

#### Section 1. Chair

The chair of the department is appointed by the dean of the college. The position and duties of the

department chair are defined in the Statutes of Georgia State University, Article XI, Section 3.

The chair of the department shall perform these additional duties:

- A) Represent the departmental needs to the administration and serve as a departmental advocate to the administration.
- B) Communicate regularly with the department about pertinent information from the administration and matters of concern to the department and its welfare.
- C) After consulting with the executive committee, appoint the director of graduate studies and the director of undergraduate studies.
- D) Appoint all non-elected chairs of departmental committees.
- E) Consult with the executive committee about salaries, salary supplements, and merit raises.
- F) Annually evaluate each faculty member, as provided in the College of Arts and Sciences Policy on Annual Evaluation of Regular Faculty, furnishing a copy of this evaluation to the faculty member.
- G) Submit proposed changes in catalog listings to the relevant committees for their consideration. All proposed changes must be approved by vote of the department faculty before being forwarded to the appropriate college curriculum committee.
- H) Appoint a faculty member to serve as his or her temporary deputy on those occasions when the chair is not available.
- I) Appoint ad hoc committees to consider any specific matters of concern to the department when such a matter arises outside the purview of the standing committees. Ad hoc committees shall report to the chair, the executive committee, or the faculty, depending on their specific charge by the chair.
- J) After consulting with the executive committee, oversee the management and dispersal of endowed funds.
- K) Hire and delegate duties to the office staff.

## ARTICLE IV. FACULTY MEETINGS

### Section 1.

The faculty of the department shall meet at least once each semester, except for the summer semester.

### Section 2.

The chair of the department shall be the presiding officer at meetings of the department faculty. In the absence of the chair, the associate chair will be the presiding officer.

### Section 3.

The rules contained in the latest edition of Robert's Rules of Order Revised shall govern meetings of the department in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

### Section 4.

A simple majority of the voting members of the department faculty shall constitute a quorum.

### Section 5.

The regular operations of department meetings shall follow a committee review procedure. Where appropriate, matters of substance shall be submitted for committee study, recommendation, and/or action prior to definitive action by the department.

### Section 6.

Minutes shall be maintained of all meetings, and copies shall be transmitted to the faculty.

## ARTICLE V. ADMINISTRATIVE OFFICES

### Section 1: Associate Chair

- A) The associate chair will be appointed to serve a term of no more than three years and may be reappointed to serve additional terms. The associate chair will serve at the pleasure of the chair.
- B) The associate chair will:

- a. Advance shared, collaborative governance that seeks to include as many voices and perspectives as possible in the decision-making process.
- b. Assist and advise the chair on departmental issues including the allocation and monitoring of service roles, the determination of annual review ratings, annual merit raises, and the drafting of annual review letters, and the supervision of department staff.
- c. Act for the chair when the chair is not available.
- d. Serve as an ex officio member of the Executive Committee
- e. Carry out other responsibilities of the chair's office. These responsibilities will be negotiated with the chair at the start of the associate chair's term of service and will be communicated to the department faculty.

C) Selection of the Associate Chair

- a. The chair will appoint the associate chair after consulting with the Executive Committee and the dean.
- b. The chair will announce a vacancy in the position of associate chair to the department and will invite proposals from tenured members of the department faculty to serve. The chair will include in the announcement a list of duties for which the chair is responsible and a statement of how the chair envisions the role of associate chair. Each candidate for the position will submit a proposal of no more than one page that describes their vision for their service in the role of associate chair.
- c. The chair will distribute the proposals received to the Executive Committee and will hold a meeting of the Executive Committee to solicit the advice of the Executive Committee. The chair, on the advice of the Executive Committee, will work with one or more candidates to develop a detailed description of the duties to be undertaken by the associate chair. The chair will then present the detailed descriptions to the Executive Committee for its advice. The chair will also consult with the dean.
- d. The announcement to the department of the appointment of a new associate chair

will include a description of the division of duties between the chair and associate chair.

## Section 2. Director of Graduate Studies

- A) The director of graduate studies (DGS) is selected by the chair with the advice of the executive committee. The chair will request nominations from the department faculty when a vacancy in the position occurs. The DGS is appointed to a three-year renewable term and serves at the pleasure of the chair.
- B) The DGS chairs meetings of the graduate committee and promotes the quality and development of the graduate program, including the recruitment, retention, and graduation of students in MA and PhD programs. The director implements policy set by the graduate faculty and the graduate committee. The graduate director oversees the assessment of the MA and PhD programs and provides the department and the university with annual reports on learning outcomes in the MA and PhD programs. The DGS may appoint members of the faculty to oversee aspects of the department's graduate programs.

## Section 3. Director of Undergraduate Studies

- A) The director of undergraduate studies is selected by the chair with the advice of the executive committee. The chair will request nominations from the department faculty when a vacancy in the position occurs. The director of undergraduate studies is appointed to a three-year renewable term and serves at the pleasure of the chair.
- B) The director of undergraduate studies chairs the undergraduate committee and advises the department on the status of the undergraduate curriculum. The director will seek to expand and improve the quality of the undergraduate program and instruction. In this role, the director will oversee the assessment of the undergraduate program (providing the department and the university regular reports on learning outcomes), oversee the recognition of achievement by undergraduate students, review the undergraduate curriculum, oversee the advisement of majors, oversee directed readings and research at the undergraduate level, and work with the coordinators of POLS 1101 and POLS 2401 in choosing texts to be used by lecturers, visiting lecturers, visiting instructors, graduate teaching assistants and part-time instructors in those courses.

## ARTICLE VI. EXECUTIVE COMMITTEE

### Section 1.

The department shall have an executive committee whose membership, duties and operation are prescribed in the College of Arts and Sciences Bylaws, Article IX section 5.

### Section 2.

The executive committee shall consist of four or five members elected by the department faculty. Elections shall take place annually by a secret ballot. Nominations may be made to the chair before the meeting at which the elections are held, or from the floor at the meeting. To be elected a candidate must receive the votes of at least half the voting faculty present at the election. At least one elected member of the committee must have a non tenure track appointment. The directors of graduate and undergraduate studies, and the associate chair, serve as ex-officio members of the committee. Ex-officio members do not participate in annual assessment of faculty performance.

### Section 3.

Members of the executive committee serve for one year terms. Members may not be elected to more than two consecutive terms.

### Section 4.

Any member of the faculty may attend meetings of the executive committee as a non-voting member, except when the committee deems it necessary to hold an executive session.

### Section 5.

Meetings of the executive committee are chaired by the department chair. The executive committee must meet at least once each semester and report its actions to the department faculty by distributing minutes of its deliberations.

### Section 6.

In accordance with the bylaws of the college, the executive committee will advise and consult with the chair in departmental governance including (1) department goals in instruction, research and service, (2) policies and procedures; (3) work loads; (4) annual budget; (5) merit raises for faculty; (6) recruitment of faculty; (7) allocation of space and equipment; (8) committee structure in the

department and procedures for selecting members of committees.

## ARTICLE VII. STANDING COMMITTEES

### Section 1. General Considerations

The chair shall not serve on standing committees. When a committee member is unable to fulfill a term, or where there is an unexpected vacancy, the faculty shall elect a replacement to serve until the end of the unexpired term. Meetings of standing committees shall be open to all members of the faculty except when a committee deems it necessary to hold an executive session.

### Section 2. The Graduate Committee

- A) The Graduate Committee will be chaired by the director of graduate studies and shall consist of two to eight tenured or tenure-track members of the faculty. Only members of the graduate faculty are eligible to serve on the graduate committee. Members of the graduate committee will be elected annually and must receive the vote of a majority of the faculty present at the meeting.
- B) The committee is responsible for assisting the director of graduate studies in assessing and improving the quality of graduate education. The committee may advise the DGS on the recruitment of new students, allocation of assistantship funds, policies and procedures, and practices designed to enhance the placement of students graduating from the program.
- C) The committee will meet at least once per semester and it will report its deliberations to the chair and full faculty. The director of graduate studies may appoint sub-committees and delegate responsibilities for recruitment, admissions, and other functions to these sub-committees.

### Section 3. The Committee on Undergraduate Studies

- A) The director of undergraduate studies will chair the undergraduate committee. The coordinators for 1101 and 2401 will serve as ex-officio members. Members of the undergraduate committee will be appointed annually by the chair with the advice of the executive committee.
- B) The committee shall assist the director of undergraduate studies in assessing and improving the quality of undergraduate education, including coordination of



undergraduate advising and the department's undergraduate curriculum.

- C) The committee shall meet at least once per semester to discuss the department's efforts, and it will report its deliberations to the chair and full faculty.

#### Section 4. Departmental Promotion and Tenure Committees

The membership, duties, and operation of these committees are set out in the promotion and tenure guidelines and manuals of the department, college and university.

#### Section 5. The Committee on Diversity, Equity, and Inclusion

- A) The Political Science Department's Diversity, Equity and Inclusion Committee promotes the goals of diversity, equity, and inclusion within the Political Science Department with respect to faculty, staff and students. The DEI Committee seeks to reflect the mission of GSU to provide opportunities and an outstanding education for students from all backgrounds, as well as the core values of the Department: to recruit, retain and foster an intellectually diverse academic and professional community that is open, respectful and welcoming to all regardless of race, ethnicity, religion, gender, sexual orientation, socio-economic background, political affiliation or ideological orientation, disability or nationality.
- B) The Committee will be composed of a) 5 faculty members elected annually by a majority of the department faculty, with at least one faculty member holding an NTT appointment; b) a staff representative chosen by the staff members of the department; c) two graduate student representatives, one selected by the graduate students in an election conducted by the graduate director and the second appointed by the graduate director; and d) an undergraduate student representative selected by the Director of Undergraduate Studies. Wherever possible, the Committee should reflect representation across multiple ranks and identities. At the first meeting of each academic year, the members of the Committee will select by majority vote a faculty member of the Committee to serve as the Chair of the Committee.
- C) The Committee will be tasked with:
  - a. Creating a departmental mission statement that reflects our core values related to diversity, equity and inclusion, subject to approval of the department faculty. The Committee will review and update the statement as necessary.

- b. Ensuring that departmental policies and practices reflect the departmental mission statement as well as broader goals of diversity, equity and inclusion in faculty hiring, retention, mentoring and advancement; staff hiring and retention; student recruitment, retention, mentoring and advancement through degree programs; student disciplinary actions; and the development of curriculum
- c. Providing an internal departmental forum for faculty, staff and students to bring DEI-related complaints, concerns, and issues, whether department-specific or pertaining to the broader GSU community. Faculty and staff members of the Committee will meet on an ad hoc basis to consider formal complaints and informal registrations of grievance. Student representatives will be excused from all discussions of specific personnel matters.
  - i. Formal Complaint: A written complaint/concern may be brought by any student, staff or faculty to any faculty or staff member of the Committee.
  - ii. Informal Registration of Grievance: In recognition of the fact that concern about the possibility of retaliation could inhibit students, staff and faculty from submitting formal complaints, the DEI will also accept informal registrations of grievance. The goal is to provide a forum where issues can be aired without fear of backlash. Students, faculty, or staff may submit a written or oral statement regarding an issue or problem to a single member of the committee, and that member will transmit the issue to the full committee while agreeing to keep the identity of the complainant anonymous. If there are compelling reasons for identifying the complainant the committee member will not do so before informing the complainant.
  - iii. The committee will meet to discuss complaints. Violations of university or college policies will be referred to the appropriate offices in accordance with established university processes and reporting requirements. Violations of department policy will be reported to the chair and associate chair, as will reports of actions that are incompatible with the values, mission and vision statements of the department. The committee may refer complaints to the office of the ombudsperson and may gather additional information. In response to complaints received the committee may also recommend changes to department policies or to the policies of the college or university.

- d. Identifying challenges and strengths in achieving diversity, equity and inclusion goals in the department; and making recommendations to the chair and department regarding ways to better achieve these goals.
  - e. Hosting department-wide educational events, an ongoing dialogue series for listening and exchanging views, and training opportunities open to faculty and graduate student instructors
  - f. Creating and maintaining a departmental repository of tools related to the goals of diversity, equity and inclusion including, but not limited to, curriculum development tools and tools for addressing diversity, equity and inclusion issues within the classroom and in interpersonal interactions.
- D) The Committee will meet at least once per semester, and it will report its deliberations to the chair and full faculty.

## ARTICLE VIII. AD HOC COMMITTEES

### Section 1: Procedures

The department chair constitutes ad hoc committees in consultation with the executive committee. A majority of the department faculty may also petition the chair to create such a committee.

- A) The department chair appoints members of an ad hoc committee as appropriate to the charge of the committee.
- B) The department chair appoints the chair of an ad hoc committee.
- C) Ad hoc committees include applicant search committees and other committees appointed by the chair to carry out work that must be completed within a limited period of time, after which the committee is dissolved.

### Section 2: Faculty Search Committees

The department hires tenure-track faculty, lecturers, and academic professionals as a committee of the whole. Details of the search process will follow the department's Faculty Recruitment Policy.

## ARTICLE IX: VISION, MISSION, AND VALUES STATEMENT

All proceedings of the department will adhere to the tenets laid out in the Department's Vision, Mission & Values Statement.

## ARTICLE X. AMENDMENTS

These bylaws shall become effective upon approval of a two-thirds vote of the department faculty and approval by the dean of the college.

These bylaws may be amended at any Political Science meeting by a two-thirds vote, provided that written notice of the proposed changes is given to all department faculty members at least ten days in advance of the meeting. Amendments affirmed by the department faculty will be submitted for approval to the dean.