



**Department of Politics and Government**  
**By-Laws**  
(Last revised and approved November 30, 2011)

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## II. Department Mission Statement

- A. The Mission of the Department of Politics and Government is to contribute to the University's mission by providing high quality, student centered education in Political Science at the undergraduate and Masters' level. In addition to providing B.A., B.S., M.A. and M.S. degrees in Political Science, the Department offers minors in Political Science and Legal Studies, and strongly supports the General Education program of the University.

## III. Department Overview

- A. The Department of Politics and Government is governed by a Department Chairperson with the assistance of the Department Executive Committee which consists of the Associate Chair, if one is appointed; the Director of the Graduate Program; the Undergraduate Advisor, and at least one elected faculty member and no more than two elected faculty members. If there is an Associate Chair, there will be one faculty member elected. If there is not an Associate Chair, there will be two faculty members elected.
- B. The Department is governed by its own ASPT documents and policies as well as those of the College of Arts and Sciences and the University. Where inconsistencies arise, the higher level bodies' policies prevail.
- C. The Department of Politics and Government shall operate in accordance with the following principles:
  1. The Department shall strive to protect the academic freedom and promote academic integrity of its faculty and its students. Diverse approaches to the discipline of Political Science are sought and encouraged so that students may be exposed to a broad variety of approaches and opinions.
  2. All members of the Department are expected to play an active role in the affairs of the Department through participation in department meetings, service on department committees, and support of department programs. Faculty and students are encouraged to formulate proposals for the improvement of the department and its programs.

## IV. Department Structure

- A. Chairperson
  1. The chairperson is selected by the Dean of the College according to procedures established by the College and University. The normal term of appointment is 5 years but may be changed by the Dean at any time.
  2. The chairperson is responsible for administering the Department in accord with policies and procedures established by the University, College, and Department.
  3. The chairperson will preside at department meetings and chair standing committees of the Department.
  4. The chairperson may create such ad-hoc committees as he/she deems necessary and either chair those committees or appoint someone else to serve that function.
  5. At the end of each three years of chair's service, the DFSC has the option of convening the Department's faculty for a chairperson evaluation meeting. Such a meeting may be called by a majority vote of the DFSC or by a resolution approved at a regularly-scheduled department meeting. The purpose of the meeting will be to

discuss and assess the performance of the chair and to express the will of the faculty regarding continuation of the chair's service. A quorum of ½ the fulltime POL faculty shall be required for any formal action to be taken at this meeting. Results of the vote can only be advisory to the Dean and need not even be transmitted to the Dean at the discretion of the DFSC or Department depending on who called the original meeting.

#### B. Chair-Appointed Positions

1. Associate Chair: The Department Chair has the option of appointing a faculty member to serve as Associate Department Chair. The Associate Chair shall perform all duties assigned by the Chair and will assist in the administration of the Department. The Associate Chair shall serve at the pleasure of the Chair. The Associate Chair will be an ex officio voting member of the Executive Committee and any other Committee that the Chair requests. As a tenure-line faculty member, the Associate Chair is eligible for election to the DFSC.
2. Director of Graduate Studies: The Department Chair shall appoint a member of the graduate faculty to serve as Director of the Graduate Program. In addition to being an ex-officio voting member of the Curriculum and Executive Committees, the Director of the Graduate Program will be responsible for coordinating graduate advising and other related tasks assigned by the Chair. The Director of the Graduate Program will serve at the pleasure of the Chair.
3. Director of Undergraduate Studies: The Department Chair shall appoint either a faculty member or an administrative/professional employee to serve as Undergraduate Advisor. In addition to being an ex-officio voting member of the Curriculum and Executive Committees, the Undergraduate Advisor will be responsible for coordinating undergraduate advising activities and other related tasks assigned by the Chair. The Undergraduate Advisor will serve at the pleasure of the Chair.
4. Director of Legal Studies Program: The Department Chair shall appoint either a faculty member or an administrative/professional employee to serve as Director of the Legal Studies Program who will be responsible for coordinating the Legal Studies Program and advising activities as well as other related tasks assigned by the Chair. The Director of the Legal Studies Program will serve at the pleasure of the Chair.
5. Director of Internship Program: The Department Chair shall appoint either a faculty member or an administrative/professional employee to serve as Director of the Internship Program who will be responsible for coordinating students' internship and advising activities as well as other related tasks assigned by the Chair. The Director of the Internship Program will serve at the pleasure of the Chair.
6. Pre-Law Advisor: The Department Chair shall appoint either a faculty member or an administrative/professional employee to serve as the Pre-Law Advisor. This person is responsible for maintaining the Eimermann Pre-Law Advisement Center and providing law school advisement to potential law students.
7. Director/Co-Director of Peace and Conflict Resolution Studies: In consultation with the College, the Department Chair shall appoint a faculty member to serve as Director or Co-Director of the Peace and Conflict Resolution Studies program.

### C. Provisions for Acting Chair

1. The Chairperson, when possible, will appoint the Associate Chair or a senior faculty member to serve as acting chair in his/her absence. If the Chair is unable to appoint an Acting Chair, the Associate Chair will consult with the Dean on the acting appointment.

### V. Committees, Appointed Positions, and Department Sections

- A. All committees created by the Department shall be considered entities of the Department and hence interim and final reports or recommendations of such committees shall normally be made to the Department. With the exception of when the DFSC is dealing with confidential matters, all committee meetings are open to Department faculty and students and other interested parties.

#### B. Elected Committees

##### 1. Department Faculty Status Committee (DFSC)

- a. The DFSC is mandated by College and University regulations and must follow guidelines established by those external regulations.
- b. The DFSC shall consist of the Department Chair and four elected tenured and tenure-track faculty members. The Associate Chair is eligible for election to this committee as a tenure-line faculty member. Only one of the members may be non-tenured. The faculty members shall serve two-year staggered terms, with a limit of two consecutive terms. A faculty member who has served two consecutive terms shall be eligible to serve again after having been off the committee for at least one year. The Department Chairperson shall serve as Chair of this committee.
- c. The DFSC shall be involved in all matters concerning evaluation of faculty performance that are not reserved exclusively to the Chair by College or University policy. These include all ASPT matters, including recommendations on performance related salary adjustments, and selection of faculty nominees for College and University awards that involve the evaluation of teaching, scholarship, or service.
- d. The DFSC may advise the Chair on other matters of faculty evaluation, e.g., administrative equity adjustments, re-assigned time, and selection of faculty to be recommended for membership on the Graduate Faculty.
- e. If a member of the DFSC resigns, the Department shall elect a replacement member to complete the term at its next regularly scheduled Department meeting.

##### 2. Executive Committee

- a. The Executive Committee shall be composed of the Department Chairperson, the Associate Chair, if one is appointed, the Undergraduate Advisor, the Director of the Graduate Program, and one or two at-large faculty members. Consistent with III.A, there will be one elected faculty member if there is an Associate Chair and two elected faculty members if there is no Associate Chair. These at-large faculty members shall be elected by the Department and shall serve two-year staggered

terms, with a limit of two consecutive terms. A faculty member who has served two consecutive terms shall be eligible to serve after having been off the committee for at least one year. The Department Chair shall serve as Chair of this committee.

- b. The Executive Committee will assist and advise the Chair on matters which do not clearly fall under the jurisdiction of any standing committees. Such matters might include (but are not limited to) setting budgetary priorities, equipment purchases, fundraising, preparation of College and University reports, and lecture-series programming for which the Department is responsible.
  - c. If a member of the Executive Committee resigns, the Department shall elect a replacement member to complete the term at its next regularly scheduled Department meeting
  - d. The Committee shall assist the Chair and Associate Chair in setting up Department meetings and their agendas.
  - e. The Committee shall select the recipients of student awards. Students may self nominate for the awards or be nominated by faculty.
3. Curriculum Committee
- a. The Curriculum Committee shall be composed of the Department Chairperson, the Undergraduate Advisor, the Director of the Graduate Program, and two at-large faculty members. These at-large faculty members shall be elected by the Department and shall serve two year staggered terms, with a limit of two consecutive terms. A faculty member who has served two consecutive terms shall be eligible to serve after having been off the committee for at least one year. The Department Chair shall serve as Chair of this committee.
  - b. The Committee shall have the authority to approve, on behalf of the Department, proposals for new courses provided these proposals have been made publicly available for at least five working days, and the Committee has considered all objections submitted to the Committee within a designated comment period of no less than five days.
  - c. The Committee shall consider and recommend to the Department any changes in admission or major/minor requirements for Political Science or Legal Studies.
  - d. The Committee shall advise the Chair on assessment and other curricular matters.
  - e. If a member of the Committee resigns, the Department shall elect a replacement member to complete the term at its next regularly scheduled Department meeting
4. Ad Hoc Committees
- a. Special purpose ad-hoc committees may be created by action of either the Department Chairperson or by a resolution passed at a Department meeting. Such committees shall be created for a discrete purpose which shall be completed at a terminal date. Upon completion of their purpose or the advent of a terminal date, whichever comes first, the committee shall be disbanded.
5. Search Committees
- a. The Chair shall appoint a search committee for each faculty vacancy being filled.

- b. The Search Committee will review application materials, conduct phone interviews, and make recommendations to the Chair regarding which applicants to bring to campus for an interview.
- c. As a part of the interview process, the Search Committee shall collect evaluations of the candidates from faculty, staff, and students and will consider those evaluations in making recommendations to the Chair for hiring.
- d. The Chairperson, with the approval of the majority of the DFSC, shall make a recommendation to the College Dean in accordance with current ASPT policies.

## VI. Department Policies and Procedures

### A. Meetings

#### 1. Department Meetings

- a. Department meetings will ordinarily be held once a month at some time which allows for the greatest number of faculty to attend.
- b. By the end of the second week of classes, the Department Chair or his/her designee, in conjunction with the Executive Committee, shall publish a list of meeting times and dates for the current semester's regularly scheduled meetings. The Chair may call additional meetings as needed. Whenever possible, at least 48 hours notice should be given prior to the convening of a special department meeting.
- c. Whenever possible, the agenda for a Department meeting should be distributed to faculty mailboxes or electronically at least 24 hours prior to the meeting.
- d. Unless otherwise specified, the Department shall operate in compliance with Roberts Rules of Order, Newly Revised.
- e. A quorum for a Department meeting shall be defined as a majority of the voting members.
- f. With the exception of ASPT matters, all POL faculty, those holding A/P appointments in the Department, designated student representatives and civil servants shall have the right to vote in Department meetings. Voting on ASPT related matters is limited to fulltime tenured and tenure track faculty. Voting by proxy will not be allowed except for elections of individuals to committee assignments and other positions.
- g. The Department Chair shall designate either a faculty member or an A/P or civil service member of the Department to prepare minutes of all Department meetings. Approved minutes shall then be kept on file in the Department office.

#### 2. Rules of order

- a. Voting privileges: All POL faculty, those holding administrative/professional appointments in the Department, and designated student representatives have the right to participate in and vote at department meetings on all issues except ASPT matters. Voting on ASPT related matters is limited to full-time tenured and tenure-track faculty. Voting by proxy will not be allowed except for elections of individuals to committee assignments and other positions.

- b. Quorum: Consistent with Robert's Rules of Order, a majority of Department members must be present for a quorum to exist. The Department may hold discussion items without a quorum but voting may only be held at meetings where a quorum is present.

## B. Department Elections

1. Terms of office for Department committee assignments shall be from August 16 through August 15. Election to fill these positions will ordinarily take place at a regularly scheduled Department meeting in April. Faculty interested in serving will be asked to sign a form stating their intent prior to the meeting but nominations may still be made from the floor. Sign-up is recommended to ensure that there will be candidates for all positions.
2. When an elected committee member is not able to complete the designated term of office, the Department Chair shall declare a vacancy to exist. At the next Department meeting, the Chair shall conduct a special election to fill the remaining portion of the unexpired term.
3. In situations where the Department is requested to select a nominee to stand election for some external committee, the Chair shall call for nominations and if there is more than one nominee for a slot, the DFSC will decide which name to send forward.
4. Nominations for any position which is elected at a Department meeting may be made by self-nomination or by the nomination of another voting member of the Department.
5. Votes may be taken either by voice vote or by written ballot. A candidate must receive a majority of the ballots cast (abstentions not included) to be elected. If no candidate receives a majority on the first ballot a series of run-off elections will be conducted according to the following rules:
  - a. The candidate with the least number of votes will be dropped from the slate, and another vote will be taken among the remaining candidates.
  - b. If two or more candidates are tied with the least number of votes, all such candidates will be dropped from the slate and another vote will be taken among the remaining candidates unless such an action would only leave one candidate remaining. In that case there will be a run-off among the bottom candidates to determine who goes on to face the candidate who had the highest vote total. If there is a tie among the candidates with the highest vote total in this round of the run-off election, the Chair shall conduct a random drawing among these tied candidates to determine which of them should go on to face the candidate who had the highest vote in the first round of the election.
  - c. If a tie exists after the above run-off procedure has reduced the ballot to two candidates, the Chair shall conduct a random drawing to determine who shall be declared as the winner.
6. Voting by proxy is allowed for elections of individuals to committee assignments and other positions when a faculty member is absent for attendance at a conference or is ill. Such proxies must be submitted to the Department Chairperson prior to the meeting and must be for specific named candidates. The existence of these proxies will be announced by the Chair and will be cast by the Department Secretary.
7. Student Representatives

- a. There shall be the option of one undergraduate and one graduate student elected to serve one year terms as voting student representatives at Department meetings and on the Curriculum Committee. They cannot vote on ASPT issues. They must be full-time students who are majoring in Political Science, and in good academic standing.
  - b. The undergraduate representative, if students choose to have one, shall be selected by a student organization made up of undergraduate POL majors and minors. If there is more than one such organization, the Department Chair will determine which group should be recognized for this purpose on the basis of the number of POL majors who are members and the extent to which they focus on POL concerns.
  - c. The graduate student representative, if students so chose to have one, shall be selected by a student organization made up of POL Graduate students. If there is more than one such organization, the Department Chair will determine which group should be recognized for this purpose on the basis of the number of POL majors who are members and the extent to which they focus on POL concerns
8. Administrative/Professionals and Civil Servants
- a. There shall be the option of one A/P and one civil servant selected to serve one year terms as voting representatives at Department meetings. They cannot vote on ASPT issues.
  - b. The A/P members and Civil Servants shall design their own nomination procedures if they wish representation at Department meetings.
9. Eligible Candidates
- a. Those individuals eligible to serve on various committees are identified in the Committee description.
10. Voluntary Withdrawal of Eligible Candidates
- a. Any individual may withdraw his/her name from nomination. Further, any individual may resign from any committee at any time but must notify the Department Chair of his or her resignation.
11. Dissemination of Ballots
- a. When written ballots are used, the Department Secretary shall distribute and collect the ballots. There shall be no more ballots than the number of eligible voters present at the meeting where voting occurs.
  - b. When electronic ballots are used, the Associate Chair or Chair will disseminate the information to the eligible individuals.
12. Counting of Ballots
- a. All written and electronic ballots shall be counted by a minimum of two persons not directly involved in the election. These individuals are appointed by the Chair at each election.
13. Announcement of Results
- a. The Chair or his/her designee will announce the results at the conclusion of the election and counting of the ballots.

## C. Curriculum Revisions

1. All proposed curricular changes will be submitted to the Curriculum Committee for its consideration.
2. The Curriculum Committee can approve minor changes or new course additions or course deletions but must bring major changes to a full Department meeting.

#### D. Admission

1. Admission to the Major
  - a. External transfers to the major and first year majors are governed by University policies. If and when a Department policy is needed, the Executive Committee will make such policies.
  - b. Internal transfers to the major are decided by the Executive Committee based on resource capacity, enrollment management issues, perceived ability for the applicant to complete the major, diversity concerns and other factors deemed important by the Committee. An application process requires internal transfers to apply to the major and admissions decisions are made twice per year, September and February.
  - c. The Undergraduate Advisor will communicate to internal transfers as to whether or not they were accepted into the major.
2. Admission to the Graduate Program
  - a. Admission to the Graduate Program in Political Science requires application through the Admissions Office, including submission of official transcripts from *all* previous college coursework and GRE scores.
  - b. To be admitted to the Master's Degree Program in Political Science, a student should have at least a 3.0 grade point average for the last 60 hours of undergraduate work (where "A"= 4.0). Also, a student must have successfully completed at least 15 hours of Social Science courses with a minimum 3.0 GPA. Finally, three letters of recommendation, a statement of purpose explaining how our program fits their academic and professional plans, and GRE scores in the verbal and quantitative areas must be submitted. Students are also encouraged to submit an example of their written academic work.
  - c. If space is available, students whose undergraduate grades fall somewhat below this standard may be admitted on probation. Students who lack adequate background in Political Science may be required to take additional courses to remedy deficiencies.

#### E. Faculty Assignments

1. Faculty Assignments will be made by the Department Chair prior to the beginning of fall semester and will be communicated to the faculty.
2. Faculty selected for additional re-assigned time for outstanding research shall be selected by the DFSC.
3. The Department will establish two separate pools for one course reduction per year for scholarly productivity. The DFSC shall be allowed to grant 0 or 1 course per year release in each of the two categories: Pre-tenure and post-tenure. Faculty are eligible to win the award every other year. The one course release must be used in the

- following academic year unless the faculty member is on a full year sabbatical that year or it is at the request by the DFSC due to curricular needs and/or fiscal conditions.
4. The Department shall grant a one course reduction to all new tenure-track faculty in their first year at ISU.
  5. Sabbaticals
    - a. The Chair or his or her designee shall publicize the availability of sabbaticals to all eligible faculty.
    - b. The DFSC will rank the sabbatical proposals if necessary.
  6. Space Assignments
    - a. All faculty are assigned offices by the Department Chair using seniority by rank and in the Department.
    - b. When an office becomes vacant, all faculty in order of seniority are asked to indicate whether or not they would like to change offices.
    - c. Office assignments are then made based on seniority in rank.
  7. Graduate Assistant (GA) and Paid Undergraduate Teaching Assistant (UTA) Assignments
    - a. The Director of the Graduate Program, in consultation with the Graduate Committee if one is appointed, shall make GA and paid UTA assignments.
    - b. The Director of the Graduate Program will poll faculty requesting a GA or a paid UTA according to needs and GAs and paid UTAs will be assigned using the following priorities:
      - i. large sections of classes
      - ii. scholarship
      - iii. other needs
- F. Teaching Evaluations
1. Consistent with University policy all courses must be evaluated each semester.
  2. Faculty cannot perform their own course evaluations but may trade with faculty in the Department or other departments or use graduate students (who are not assistants in the specific course being evaluated) to administer the evaluations.
  3. The individuals administering the evaluations must return the completed forms to Department secretaries so that the reviewed faculty do not have access to the completed forms until after grades are made available to students by the Office of University Registrar.
- G. Summer Employment Policy
1. On the advisement of the Curriculum Committee, the Chair shall recommend the scheduling of the summer courses. Scheduling will be based on curriculum needs. To ensure a fair distribution of opportunities for summer teaching, the department prioritizes faculty whose request for courses meeting curricular needs have not been fulfilled in the previous year.
  2. Faculty compensation for summer teaching will be determined by the Department.

## VII. By-laws Dispute Resolution

- A. Disputes about the interpretation of any clause, or allegations of any violations, of the Department's governing document should be resolved in the Department if possible.
- B. Faculty or staff alleging violations or misinterpretations of Department by-laws should first bring their concerns, in writing, to the Executive Committee in a timely manner. The Executive Committee will review the alleged violation or misinterpretation and, ordinarily, make a decision that a violation or misinterpretation has or has not occurred. Should the Executive Committee find that violation or misinterpretation has occurred, the Chair will enact whatever administrative or other adjustments that are needed to bring the Department's actions in line with the findings of the Executive Committee.
- C. The Executive Committee has the option of referring the matter to the DFSC or to a Department meeting if a majority of members of the Executive Committee believe such a referral to be necessary. Likewise, the DFSC reserves the right to refer the matter to a Department meeting should a majority of members vote to do so. Such referrals may occur, for example, if the Chair disagrees with the finding made by the Executive Committee or the DFSC; if the committees are unable to resolve the matter internally; or if the committee(s) believe the matter is of sufficient importance that the entire Department ought to be informed and involved in the issue. The sole exception to this right of referral is in matters of personnel protected by privacy rights.
- D. Should the Executive Committee, DFSC, Chair and/or Department be unable to resolve the dispute, the Chair will inform the Dean. In matters not involving personnel or faculty, student and staff rights and privileges, the Department accepts that the Dean's decision regarding the misinterpretation or violation are final for the dispute of the moment. In matters involving personnel or faculty, staff and student rights and privileges, the matter will be referred to the appropriate university body for consideration and recommendation. The Department accepts that the recommendation of college or university committees overseeing faculty, staff and student rights and privileges in matters of alleged violations or misinterpretations and final for the dispute of the moment.

#### VIII. Amendments to the By-laws

- A. Amendments to these by-laws must first be disseminated to the Department before a formal vote can be taken on them.
- B. An affirmative vote by a majority of full-time faculty holding rank in the Department is needed to amend these by-laws.