I. Department Voting Rights and Responsibilities

a. All those who teach full-time in the Department shall have the right to vote in Department decisions. In addition, faculty members whose teaching load in the Department over an academic year is equivalent to half-time (three or more courses) shall also have voting rights. The voting right applies to all Departmental decisions, except as limited in Section IV.

b. Department members with voting rights may continue to vote while on sabbatical or leaves of absence as long as the member had voting rights in the year previous to the leave taken. This applies to leaves taken for any reason except for the purpose of working in regular administrative positions within the University.

c. Proxy Votes are not allowed. Absentee ballots must be received by the Department Chairperson before the relevant Department meeting.

d. Cases of doubtful status shall be resolved by vote of the other Department members, the majority prevailing.

e. All those who vote on Departmental matters should be informed on the question to be decided. It is the responsibility of the individual faculty member to take part in meetings, to read supporting materials, and to obtain any information necessary when unavoidable absences prevent attendance at either Departmental or Personnel Committee meetings.

II. The Department Chairperson

a. The Chairperson shall serve for an initial term of three years, and may choose to run for election to a second term of three years. In both cases, he/she shall be elected by a majority secret vote of all voting members of the Department in consultation with the Dean of the College of Arts and Sciences. Normally, a chairperson will not be considered eligible for immediate re-election after serving two three-year terms, but a three quarters majority of those Department members voting may elect a chairperson in this position to further terms.

b. The choice of Chairperson shall be made from among the tenured members of the Department. In the event of the absence of tenured candidates or in the event of their unwillingness to serve, the choice shall be made in similar fashion from among all voting members of the Department of the rank of Assistant professor and above.

c. The selection of the Chairperson shall normally take place early in the Spring semester that precedes the expiration of the current Chair's term of office. In the event a Chairperson relinquishes his/her duties for any reason, the election of a replacement will take place within one month.

d. In the event of the prolonged absence or incapacity of the Chairperson, he/she shall designate an acting Chairperson, who shall act in that capacity subject to the consent of the majority of the voting members.

e. The Department may vote, by a two-thirds majority of all members with voting rights, that a chairperson be removed.
III. The Department Meeting

a. The Department meeting shall consist of all who teach in the Department and such other persons as the Department shall from time to time admit. The chief departmental secretary may attend meetings, as may one representative of the Politics Society. Department members attending may request that the student or staff representative not be present during the discussion of any matters considered sensitive.

b. The Department meeting shall be concerned with all matters of Department policy other than those personnel matters to be handled by the Personnel Committee. Meetings shall be held at least three times each term. A secretary shall take minutes which shall be sent to all who regularly attend Department meetings.

c. A quorum for the conduct of Department business shall be a majority of those with voting rights. Robert’s Rules of Order will govern procedure at all meetings of the Department, including Personnel Committee meetings, except in cases where by-laws have been adopted by a simple majority of Department members with voting rights.

IV. Personnel Procedures and the Personnel Committee

a. The Department Personnel Committee shall be concerned with matters of salary, contracts, promotion, tenure and hiring. Visiting faculty shall not serve on the personnel committee. Promotion and contract renewal recommendations for all members of a given academic rank shall be made by all Personnel Committee members with higher academic rank. Hiring recommendations and salary recommendations will be made by all members of the personnel committee. Tenure decisions shall be made by all tenured members of the Personnel Committee.

b. Department members who have received a negative vote by the relevant personnel committee with respect to tenure or contract renewal shall lose their Personnel Committee voting rights as of the date of the negative vote.

c. The Chairperson of the Personnel Committee shall be chosen before the end of every spring semester from among the tenured members of the Department by the voting members of the Department in a secret ballot. Normally, the Chairperson of the Personnel Committee shall be someone other than the Department Chairperson. In the absence of the Personnel Committee Chairperson, he/she shall designate an acting Chairperson, who shall act in that capacity subject to the consent of the majority of the voting members of the Personnel Committee.

d. The personnel evaluation process and the operations of the Personnel Committee shall be conducted with the greatest degree of participation possible to the candidate, consistent with both a thorough and honest evaluation and the requirements of the departmental charter and University personnel policy. The candidate for promotion, reappointment, tenure or any other personnel decision has the right both to present his or her position and to be fully informed in writing of all evaluations made and decisions reached concerning the candidate’s his or her standing in the department. The personnel evaluation process shall include consideration of the following areas: scholarship, teaching, university service and current needs and long-range plans.

e. The Personnel Committee shall keep a written record of its deliberations on all aspects of any personnel decision. This written record shall include, but need not be limited to:
   1. Tabulation of any votes taken.
   2. Statements of findings or conclusions in any area relevant to a personnel decision.
   3. Any additional comments attached to such statements by individual members of the Personnel Committee. Such comments may remain anonymous or may be attributed at the option of the individual attaching the comments.
4. Identification of the source of any evaluation of the candidate received by the Personnel Committee.

The Personnel Committee shall transmit this written record to the candidate at each state of the deliberations. This record shall be included in the candidate's basic file. A candidate may waive his or her right of access to some or all of the letters in his/her file, but with the exception of materials, to which the right of access has been so waived, will have full access to any document in the file.

f. Any document or finding attributed to the Personnel Committee must be approved by a majority vote of the Personnel Committee. Minorities on the Personnel Committee always retain the right to submit a "minority report" in such circumstances. Whenever time constraints make it necessary, the Chair of the Personnel Committee can, to the best of his or her judgment, represent the views of the Committee. The full Committee will be informed in a timely manner both that such action was required and the full content of the communication undertaken on its behalf.

g. A candidate shall be notified in writing no later than May 1 when a fourth-year or tenure review is to be made during the following academic year. The candidate shall be requested to present all material which he or she believes to be essential to an adequate consideration of his or her case. The candidate has the right to introduce additional material for consideration at any time in the personnel evaluation process. The Personnel Committee must acknowledge receipt of additional materials in writing.

h. The Personnel Committee shall consider all materials submitted by the candidate, including letters of support or assessment. The Personnel Committee shall obtain evaluations of the candidate's scholarship, teaching, and service from sources both inside and external to the University, including but not limited to, those suggested by the candidate.

i. The assessment of teaching shall include consideration of departmental and student evaluations. Student evaluations shall come from the following sources:

1. Departmental Evaluation:
   i. The Personnel Committee shall solicit evaluations of a candidate's teaching effectiveness from members of the department.
   ii. The Personnel Committee shall examine, but shall not be limited to, materials such as syllabi, course reading lists, examinations, course proposals and the like.
   iii. The candidate may introduce any materials that he or she considers appropriate for the Personnel Committee's assessment.

2. Course Evaluations:
   The Personnel Committee shall collect and examine course evaluations. Such evaluations may include, but need not be limited to, evaluations solicited according to regular Department procedures, by a duly-recognized student organization, or any uniform College or University procedure.

3. Student Evaluation Questionnaire:
   i. The candidate will present his or her class lists to the Personnel Committee, which will select 20 present or former students.
   ii. The candidate has the right, in advance of this selection process, to exclude a reasonable number of students from his or her class lists.
   iii. The candidate will present his or her own list of 10 students to the Personnel Committee.
   iv. A letter soliciting evaluation will be sent to the students selected.
   v. If an insufficient number of responses are received, the Personnel Committee will solicit additional student responses from the candidate's class lists, provided that no students previously excluded by the candidate shall appear in the final sample.

j. The Personnel Committee shall schedule at least two meetings for each candidate under consideration for fourth year review or for tenure. The purpose of the first meeting shall be to consider all aspects of the candidate's case. The candidate has the right to appear in person at this meeting to present his case. The purpose of the final meeting shall be to reach a decision concerning the status of the candidate. The Committee shall inform the candidate of its decision as specified in section IV paragraph of this document. The Committee may schedule any additional meetings it deems necessary for evaluation of the candidate. The Committee has the right to request additional information from or appearances by the candidate.
k. The candidate has the right to respond in writing to any and all deliberations of the committee. These responses may, at the candidate’s discretion, be included in the basic file submitted to higher levels of review. (See T76-6.10 on appellate procedure)

V. Student Participation

The Politics Society is recognized as the student advisory group to the Department.

VI. Procedures for Adoption and Amendment

A two-thirds majority of all members of the Department is necessary for adoption of this constitution. Amendment shall also be by a two-thirds majority of Department members with voting rights.