ARTICLE I: Rights and Responsibilities

The rights and responsibilities of the Faculty in the Department of Political Science and Geography mirror provisions set out in existing Board of Regents’ policies that delineate the areas of faculty involvement and responsibility and as enumerated by the Faculty Senate Bylaws, Article I, Section 2 (a) - (e).

A. General academic policies and all matters relating to teaching, research, and faculty service and welfare.

B. Requirements for admission and graduation

C. Honors and scholastic performance.

D. Approval of candidates for degrees.

E. Faculty rules of procedure.

ARTICLE II: Faculty Forum: Membership and Officers

A. The Faculty Forum (hereinafter Forum) shall include both voting and nonvoting members. Voting members in the Department shall include all tenured and tenure-track faculty; all visiting faculty who have had two consecutive long semesters of service in the Department; and all currently appointed Instructors and Lecturers who have taught four or more consecutive long semesters at either rank (50 percent time or greater) in the Department. All other faculty, including persons in their terminal year of employment and members of the Department staff, are considered nonvoting members.

B. The Faculty Forum shall have two principal officers: the Department Chairman (or Chair) as the presiding member; and the Secretary/Parliamentarian.

C. The Department Chairman shall not have a vote on issues under deliberation since all recommendations of the Forum are forwarded for approval by the Chairman.

D. The Forum shall meet at least twice each fall and spring semester, with the first meeting occurring within the first four weeks of the semester, and the second meeting occurring no later than three weeks prior to the end of the semester.
E. The Secretary/Parliamentarian is a combined officer position. The Secretary/Parliamentarian shall be elected by the Forum for a two-year term. The duties and role of the Secretary are those identified in the Faculty Senate Bylaws (Article III, Section 3), plus the obligation to call a meeting (other than the fall and spring meetings) of the Faculty Forum on written request of a majority of the tenured and tenure-track faculty. The Secretary/Parliamentarian shall coordinate as needed the activities of the Department Faculty Forum with the College Faculty Advisory Forum and the Faculty Senate. Secretary/Parliamentarian duties and role shall be the same as those identified in the Faculty Senate Bylaws.

ARTICLE III: Department Chairman: Responsibilities and Duties

A. The Department Chairman is appointed as an academic administrator who reports to the Dean of the College of Liberal and Fine Arts and who serves at the pleasure of the Dean and the President of the University. The Department Chairman presides as Chair of the Faculty Forum.

B. The Chairman shall be responsible for calling the fall and spring meetings of the Forum and providing written notices of meetings and the agenda by electronic or other means at least three workdays in advance to all voting members and others as appropriate. The Chairman shall solicit from Faculty members and others appropriate items recommended to be included in the meeting agenda. Meeting notices shall include a list of agenda items representative of the items recommended by the Faculty, the Chairman, staff personnel, and others (e.g. invited guests).

ARTICLE IV: Meetings and Voting

A. The Department Chairman shall be responsible for calling to order all Forum meetings.

B. The standard Order of Business at meetings shall be as follows:

1. Call to order by the Chairman and taking of attendance by the Secretary/Parliamentarian.
2. Approval of the minutes
3. Report by the Chairman
4. Committee reports and/or issues requiring discussion
5. Unfinished business
6. New business
7. Adjournment

C. The Secretary/Parliamentarian shall be responsible for taking attendance and determining the presence of a quorum. A quorum is established by presence of the majority of the tenured and tenure track faculty. Nonvoting members are counted for purposes of determining the presence of a quorum. Presence of quorum shall be established after the call to order and before a vote on any issue requiring a vote.

D. The Secretary/Parliamentarian shall be responsible for taking, publishing, and distributing the minutes, in coordination with the Department’s senior staff personnel.
Proceedings of the Forum shall be tape recorded for purposes of assisting the Secretary/Parliamentarian in careful preparation of the minutes. The Secretary/Parliamentarian shall be responsible for applying Robert's Rules of Order as the standard for parliamentary procedure at all meetings of the Faculty Forum. Suspension of the Rules requires a majority vote, assuming the presence of a quorum.

E. The Secretary/Parliamentarian, in coordination with the Department’s senior staff personnel, shall be responsible for printing and archiving the minutes in a place readily accessible by members of the Faculty Forum. The agenda for an immediately forthcoming meeting of the Forum shall be distributed to each faculty member at least three days in advance of the meeting.

F. The Chairman’s report shall provide timely and pertinent information to the Forum concerning the Department budget and noteworthy developments within the university, college, and department.

G. Voting on items other than amendments to these bylaws shall occur during meetings of the Faculty Forum. Any member of the Faculty Forum may request a vote by secret ballot.

H. A vote of the Faculty is the default procedure for making proposals to the Department Chairman on all department-level policy decisions, including the election of department committees, setting priorities for faculty searches, proposals to change existing programs of study or to add new degree programs, and all other department-level policy proposals that emerge from departmental committee processes. In all such matters involving a vote of the Faculty, the decision of the Faculty shall be a simple majority of the voting members assuming the presence of a quorum at the time of the vote. This faculty governance procedure does not apply to the daily operations of the department (including supervision of nonvoting members, adjunct or non-tenure track faculty, and the non-academic staff) or to matters that the HOP reserves solely to the Department chair in the chair’s capacity as an administrator.

ARTICLE V: Department Committees

A. General Provisions

1. Two types of faculty committees shall provide input in the conduct of the Department’s business under these Bylaws: Standing committees and Ad Hoc or Special committees.

2. All recommended department-level policy proposals shall emerge from departmental committee processes according to the formal procedures established in this Article.

3. The Department Chair is responsible for soliciting nominations for service on all Standing committees from all voting members at least two weeks before the second spring meeting of the Forum. From the nominations, the Chair shall prepare a slate of candidates for each Standing committee and call for a vote of approval of committee membership at the second spring meeting of the Forum. Ad hoc or special committees may be formed at any time by the
Given the limited size of the department, and with the exception of the Faculty Review Advisory Committee (DFRAC), the Graduate Program Committee (GPC) and all Standing committees will have no fewer than three but no more than five members. The Chair will nominate committee members for any unfilled seats to ensure full staffing and a balanced departmental workload. Persons in their terminal year of employment are ineligible to serve on department Standing committees. With the exception of the Department Faculty Review Advisory Committee, all Standing committees will be elected by the voting members of the Forum. Department staff personnel may serve on Standing or Ad Hoc or Special committees as nonvoting members.

4. All nominations to serve on Department Standing committees shall be reflected on the slate of candidates for a formal vote that will occur at the second spring meeting of the Forum. Formal votes to approve the membership of each Standing committee shall be recorded by paper ballots with the Secretary/Parliamentarian responsible for reporting the results to the Forum at the second spring meeting of the Forum.

5. All Department standing committees shall meet at least one time during fall and spring semesters and submit to the Department Chairman a brief report of each meeting reflecting names of participants, proposals, discussions, votes, and recommendations. Committee decisions should be reached by simple majority votes. Committee chairs shall be responsible for reporting out a summary of all standing committee decisions and recommendations at the next scheduled meeting of the Forum.

6. Committee chairs shall be elected by their respective committees during the first committee meeting and shall serve as chairs in that role for one year. Committee chairs may serve consecutive terms if reelected.

7. Notice of formal Standing committee meetings shall be made by e-mail or in writing at least 3 workdays in advance and distributed to all committee members. Such notices should include agenda items and may include proposals for action and/or relevant background information.

8. When necessary Standing committees may elect subcommittees to carry out specific tasks.

9. Any vacated seat on a Standing committee may be filled for the remainder of the elected term by the Department Chair. A vacated position includes an elected faculty member on leave of absence.

10. For purposes of representation on all standing committees, the Department’s degree programs include Political Science, Global Affairs, and Geography. Whenever possible, the Department Chairman will balance all standing committees with representation from each degree program.

B. Standing Committees
1. **Department Faculty Advisory Committee (DFAC)**

   a. The DFAC shall serve as a consultative body that works with the Department Chair on matters related to departmental administrative and budgetary matters. Responsibilities of the DFAC shall include periodic review of, and recommendations consistent with, faculty merit guidelines, evaluation of faculty syllabi for consistency with COLFA requirements, textbook issues related to publisher or UTSA technology concerns, adequacy of classroom technologies and teaching aids, and periodic review of Forum bylaws.

   b. The DFAC shall have a particularly important role in strategic planning and evaluation of existing department strengths and weaknesses, development of short- and long-term policies, on-going evaluation of programmatic developments, and growth plans to achieve department excellence in research, teaching, and service.

   c. The DFAC shall be composed of one member from each department degree programs and members shall be elected annually. The Department Chair shall be a nonvoting member.

   d. A subcommittee of the DFAC, in coordination with department’s senior staff personnel, shall develop a draft of each semester’s exercise to plan future semester faculty course schedules. This subcommittee will be provided information submitted to the Department Chair from each faculty member requesting course schedules along with administrative guidelines for scheduling arrangements. The subcommittee is comprised of three members plus the nonvoting senior staff administrative assistant and the nonvoting Department Chairman. The subcommittee is charged with preparing and submitting in timely manner a draft of recommended faculty schedules for Department Chair approval.

2. **Department Faculty Review Advisory Committee (DFRAC)**

   a. The DFRAC shall have the rights, powers, and responsibilities as presently provided in Section 2.10 of the UTSA Handbook of Operating Procedures. The DFRAC shall provide advisory recommendations only on faculty reappointment, tenure, or promotion.

   b. The DFRAC shall be constituted in accordance with the UTSA Handbook of Operating Procedures. All tenured faculty with at least a half-time appointment in the Department can serve on DFRAC except for the Department Chair and persons holding administrative appointments above departmental level, such as associate deans, deans, and others.

   c. The DFRAC shall annually elect a subcommittee of three eligible members, exclusive of the Graduate Advisor of Record (GAR), that constitutes a Faculty Merit Review Committee (FMRC). The subcommittee shall include representation from eligible members of POL and GRG degree programs and the GAR. The DFRAC recommends to the Department Chair eligibility of nominees to serve on this subcommittee based principally on significant records of research and publication. No more than one subcommittee member shall be permitted to serve in consecutive years. This subcommittee shall include at least one full professor.
This subcommittee is charged with reviewing annual reports of the tenured and tenure-track faculty in accordance with the Department guidelines for merit awards and to make recommendations to the Department Chair regarding assignments of categorical evaluations of teaching, research, and service performance. The chair of the FMRC is responsible for submitting a written report to the Department Chair reflecting fully on the discussions and resolutions pertaining to the categorical evaluations of teaching, research, and service performance of all faculty members under review.

d. During years in which a Comprehensive Performance Evaluation (CPE) is required, the DFRAC shall elect a subcommittee of three members that serve on one or more CPE committees. Three associate and/or full professors are eligible to serve on a subcommittee to review a faculty member(s) who is/are an associate professor(s). A subcommittee of three full professors reviews a faculty member(s) who is/are a full professor(s). CPE committees conduct their evaluations in accordance with the Handbook of Operating Procedures and timely submit a report of their findings to the Department Chair.

e. As requested by the Department Chair, the DFRAC may be asked to form a subcommittee of three members to evaluate the performance of adjunct or non-tenure track faculty and to submit a written report of findings to the Department Chair immediately upon completion of its deliberations. Criteria and data to be used in conducting such evaluations will be supplied by the Department Chair to the DFRAC subcommittee chair.

3. Academic Policy and Curriculum Committee (APCC)

a. The APCC for Political Science, Global Affairs, and Geography shall conduct reviews of academic policy, monitor the implementation of academic policies, procedures and reviews, oversee the addition, alteration, or removal of undergraduate courses, set requirements for admissions, graduation, honors, and degrees, oversee and analyze learning assessments required by the University and for accreditation purposes, provide faculty with recommendations to enhance student learning outcomes, and carry out other tasks that are central to undergraduate education.

b. The APCC shall include at least one member from each department degree programs. APCC members shall be elected for a two-year term. Whenever possible, terms will be staggered for continuity. The Department Chair shall be a nonvoting member.

4. Graduate Advisor of Record (GAR) and Graduate Program Committees (GPCs)

a. The Graduate Advisor of Record is a tenured member of the faculty. Consistent with the combined election procedure, the Department Chair solicits the names of at least two nominees for the GAR from the tenured and tenure-track members of the Forum from which the Department Chair forwards a recommendation of one name for approval by the Dean of the College. Nominations are determined by a vote of the tenured and tenure-track members. Ultimate appointment of the GAR must receive final approval of the Dean. The GAR serves for a period of two years and is eligible for successive nominations. The GAR serves as the chair on
all GPCs. The GAR carries out the duties defined in the UTSA Graduate Advisor of Record Handbook. The Department Chair shall be a nonvoting member on each GPC.

b. Each graduate degree program in the Department shall be represented by a GPC that serves as a body to recommend policy development, guidance, and oversight consistent with and as specified in the Bylaws of the Graduate Council. GPCs serve to advise and assist the Graduate Advisor of Record (GAR) on matters of new student recruitment, admission standards, application reviews, program development, and special situations. Membership on each committee will include all tenured and tenure track faculty who teach in each degree program.

c. GPCs shall elect a Subcommittee on recruitment consisting of one or more graduate faculty members to assist the GAR with coordinating graduate student recruitment. Members of the GPC may serve on the Subcommittee.

d. GPCs shall elect a Subcommittee on admissions consisting of three graduate faculty members (other than the GAR) to assist the GAR with recommendations for new student admissions. Members of the GPC may serve on the Subcommittee.

e. GPCs shall elect a Subcommittee on Graduate Student Evaluation consisting of three graduate faculty members to assist the GAR with periodic evaluations of graduate student performance and implementation of graduate program procedures. Members of the GPC may serve on the Subcommittee.

5. Committee on Research and Creative Activities (CRCA)

a. The CRCA shall function as an advisory committee to the Department Chair on matters of research and funding opportunities, budgetary and travel accounts and policies related to research and creative activities, monitoring research and publication mentoring practices, developing grants and grant funding policies, recommendations for research awards, and other similar research-related activities.

b. The CRCA shall consist of three to five tenured faculty members, one of whom must be a full professor. The CRCA shall be composed of three members. Terms will be staggered for continuity. The Department Chair shall be a nonvoting member.

c. The CRCA annually reviews the aggregate research and publication productivity of tenure track faculty members based on a statistical summary of such productivity (e.g. books, articles, chapters, monographs, book reviews, essays, etc.) provided by the Department Chairman. The CRCA makes recommendations to the Department Chairman on steps that can be taken to increase the aggregate research and publication productivity in the Department. The Department Chair shall provide the CRCA with various reports and data, such as Academic Analytics, reflecting comparisons and metrics concerning the Department’s performance in research and publications compared to other departments of Political Science and Geography in Texas and the nation. The CRCA shall not serve as an evaluation body for individual faculty evaluations.
6. Scholarship Committee (SC)

   a. Based on information provided by the University Scholarship Office, including any supporting documentation, the SC shall select recipients for scholarships and support the acquisition of scholarships. The SC shall coordinate its work and decisions with the Department’s senior administrative staff personnel.

   b. The SC shall be composed of three members. Terms will be staggered for continuity. The Department Chair shall be a nonvoting member.

C. Ad Hoc or Special committees

   1. Ad hoc or special committees may be appointed by the Department Chair to develop or improve the academic or administrative operations of the Department.

   2. Ad hoc or special committees may form subcommittees as needed to address specific issues as needed.

ARTICLE VI: Amendments

Any member may propose amendments to the Department Bylaws. Amendments must be made in writing, and should be circulated at least one working day prior to the fall or spring meetings of the Faculty Forum. Upon receiving a majority of the vote at a meeting of the Forum, provided a quorum is established, a proposed revision shall be submitted by paper ballot to the entire faculty membership for ratification by a two-thirds majority vote with a minimum of three-fourths of the eligible faculty voting.

ARTICLE VII: Recall of Officers and Committee Members

The Department Secretary/Parliamentarian and Committee Chairs and Members may be recalled by a majority vote of the Faculty Forum with a written ballot.