**By-Laws of the Department of Political Science and Geography**

**The University of Texas at San Antonio**

**2019**

**ADOPTED 5/3/2019**

ARTICLE I: Rights and Responsibilities

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

ARTICLE II: Faculty Forum: Membership and Officers

 A. The Faculty Forum (henceforth 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 Forum shall have two principal officers: the Department Chair as the presiding member; and the Secretary/Parliamentarian.

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

 D. The Forum shall meet at least twice each fall and spring semester.

 E. The Secretary/Parliamentarian (henceforth Secretary) is a combined officer position. The Secretary shall be elected by the Forum for a two-year term. The Secretary shall:

1. keep attendance and ensure a quorum at the Faculty Forum and provide expertise on parliamentary procedures.

2. conduct votes on resolutions and other elections as called for by the Faculty Forum, the preparation of forms and ballots for such elections, and the certification of election results.

3. call a meeting (other than the fall and spring meetings) of the Forum on written request of a majority of the tenured and tenure-track faculty.

4. monitor the preparation, distribution, and maintenance of records of the Faculty Forum.

5. coordinate the activities of the Department Forum with the College Faculty Advisory Forum and the Faculty Senate.

ARTICLE III: Department Chair: Responsibilities and Duties

 A. The Department Chair 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 Chair presides as Chair of the Forum.

 B. The Chair shall be responsible for calling the fall and spring meetings of the Forum and providing written notices of meetings and the agenda at least three workdays in advance to all voting members and others as appropriate. The Chair shall solicit from Forum members items 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 Chair, staff personnel, and others (e.g. invited guests).

ARTICLE IV: Meetings and Voting

A. The Department Chair 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 Chair and taking of attendance by the Secretary.

 2. Approval of the minutes.

 3. Report by the Chair.

 4. Committee reports and/or issues requiring discussion.

 5. Unfinished business.

 6. New business.

 7. Adjournment.

 C. 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 a quorum shall be established after the call to order and before a vote on any issue requiring a vote.

 D. Proceedings of the Forum shall be tape recorded and archived in the Department. They will be transcribed and distributed upon the request of any faculty member.  The meeting shall apply Robert's Rules of Order as the standard for parliamentary procedure at all meetings of the Forum. Suspension of the Rules requires a majority vote in the presence of a quorum.

E. The Chair’s report shall provide timely and pertinent information concerning the Department’s budget and developments within the University, College, and Department.

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

 G. A vote of the Faculty is the default procedure for making proposals to the Chair 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 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: Standing committees and Ad Hoc or Special committees.

2. All 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. If there are more nominees than positions, the Chair shall prepare a slate of candidates for each Standing committee that includes all of the nominations and shall 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 Chair or by the Forum. With the exception of the Faculty Review Advisory Committee (DFRAC) and the Graduate Program Committee (GPC), all Standing committees will have no fewer than five members, provided that Standing committees may solicit additional faculty participation on subcommittees. The Chair will nominate faculty for any unfilled seats and vacancies 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. When formal votes are required to approve the membership of each Standing committee, they shall be recorded by paper ballots and the Secretary shall be responsible for reporting the results to the Forum at the second spring meeting of the Forum.

5. All Standing committees shall meet at least one time during fall and spring semesters. 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 to the Department Chair and the next scheduled meeting of the Forum. The committee chair shall brief the Department Chair about names of participants, proposals, discussions, votes, and recommendations, as requested.

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 at least 3 workdays in advance to all committee members. Such notices should include agenda items and may include proposals for action and/or relevant background information.

8. Standing committees may form subcommittees to carry out specific tasks.

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

10. Committee chairs shall serve on the parallel College-level committees where they exist as Department representatives: the COLFA Faculty Advisory Committee,

Faculty Review Advisory Committee (CFRAC), Academic Policy and Curriculum Committee, and Committee on Research and Creative Activities.

**B. Standing Committees**

1. **Department Faculty Advisory Committee (DFAC)**

 a. The DFAC shall serve as a consultative body that works with the

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, classroom technologies and teaching aids, and periodic review of Forum Bylaws.

b. The DFAC shall periodically update the Department’s strategic planning and evaluation of existing department strengths and weaknesses, development of short- and long-term policies, on-going evaluation of programmatic developments, and plans to achieve excellence in research, teaching, and service.

c. The DFAC shall be composed of no fewer than one member from each department degree program 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 future semester faculty course schedules. This subcommittee will be provided information submitted to the 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 Chair. The subcommittee is charged with preparing and submitting in timely manner a draft of recommended faculty schedules for Chair approval.

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

 a. The DFRAC shall provide advisory recommendations on faculty reappointment, tenure, promotion, and annual performance reviews.

b. The DFRAC shall be constituted by all tenured faculty with at least a half-time appointment in the Department, except for the 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 or five eligible members to constitute an Annual Faculty Merit Appraisal Committee (AFMAC). The subcommittee shall include representation from eligible members of POL and GRG degree programs. The membership of this committee shall be rotated, but at least one subcommittee member shall be a full professor and one committee member shall be permitted to serve in consecutive years. This subcommittee is charged to review annual reports of the tenured and tenure-track faculty in accordance with the Department guidelines for merit awards and to make recommendations to the Chair regarding evaluations of teaching, research, and service performance. The chair of the AFMAC is responsible for submitting a thorough review to the Chair in line with the current University directions for Department Review Committees” that fully reflects the discussions and resolutions pertaining to the evaluations of teaching, research, and service performance of all faculty members under review.

d. During years in which a Comprehensive Periodic Evaluation (CPE) is required, the DFRAC shall elect a subcommittee of three members to serve as the CPE committee. Associate and/or full professors are eligible to serve on a subcommittee to review a faculty member who is an associate professor. A subcommittee of three full professors reviews a faculty member who is a full professor. The CPE committee conducts the evaluations in accordance with the Handbook of Operating Procedures and submits a report of its conclusions to the 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 Chair shall be a nonvoting member.

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

a. The Graduate Advisor of Record is an administrative position

appointed by the Chair in consultation with the Faculty Forum, and approved by

the Dean. The GAR serves *ex officio* 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 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. One tenured faculty member shall be elected Chair of GPCs for administrative purposes.

c. Each GPC shall elect an Executive Committee (EC) and EC Chair to expedite program administration. The EC shall:

i. assist the GAR with coordinating graduate student recruitment.

ii. assist the GAR with recommendations for new student admissions.

iii. provide leadership for: a high level of program quality, recommendations for new courses and changes in courses, developing appropriate materials to describe the program and procedures to students, and certifying that every candidate for a degree has fulfilled University requirements for that degree.

d. 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 (CoR)**

a. The CoR shall function as an advisory committee to the 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 CoR annually reviews the aggregate research and publication productivity of tenure track faculty members based on a statistical summary of such productivity provided by the Chair. The CoR makes recommendations to the Chair on steps that can be taken to increase research and publication productivity in the Department. The Chair shall provide the CoR with various reports and data, such as Academic Analytics, that reflect on comparisons of the Department’s performance with other departments in Texas and the nation. The CoR shall not serve as an evaluation body for individual faculty evaluations.

 c. The CoR shall make solicit nominations and make recommendations for University awards to faculty.

 d. The CoR shall organize a Faculty Research and Colloquium Series each semester. It may form a subcommittee that includes faculty who are not members of the CoR.

**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 five members. Terms will be staggered for continuity. The Chair shall be a nonvoting member.

**C. Ad Hoc or Special committees**

1. Ad hoc or Special committees may be appointed by the 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.

ARTICLE VI: Amendments

 Any member may propose an amendment to the Department Bylaws. Amendments must be made in writing, and should be circulated at least one working day prior to 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 and Committee Chairs and Members may be recalled by a majority vote of the Faculty Forum with a written ballot.