



## **POLITICAL SCIENCE**

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### **Bylaws of Political Science Program**

Adopted May 1, 2009

Approved by the Dean September 23, 2010

#### **I. Program Definition**

The Political Science program comprises the faculty appointed in the areas of Political Science and Public Administration.

#### **II. Program Mission**

CSUCT's Political Science program is dedicated to developing students' understanding of the institutions of government and the formulation and implementation of domestic and foreign policy. We seek to nurture students' knowledge of other cultures and political systems and the role of the United States in the larger world community. We are dedicated to the development of the whole student, one who is more culturally sensitive and better able to apply qualitative and quantitative methodologies to political, economic, social, cultural, and gender-based questions, with a focus on social justice.

#### **III. Program Membership and Administrative Assignments**

##### **Officers**

Chair

Program Advisor (major advising for students)

##### **Officers Responsibilities**



## **POLITICAL SCIENCE**

C H A N N E L  
I S L A N D S

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The duties of the Chair are those spelled out in the Handbook on the Roles and Responsibilities of Program Chairs; the Chair oversees the operations of all degree programs within the Political Science Program and fulfills all personnel-related functions for all faculty within the Program.

The Program Advisor advises students in the BA in Political Science Major and the Political Science Minor.

### **Officer Terms**

The Chair serves a 3-year term. A faculty member may serve an unlimited number of terms as Chair.

The Program Advisor serves a 1-year term. A faculty member may serve an unlimited number of terms as Program Advisor.

### **Votes of Confidence/No Confidence**

Any tenured or probationary faculty member may call for a vote of no confidence in the Program Chair. A written motion of no confidence must be presented to the faculty during a regularly



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C H A N N E L  
I S L A N D S

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scheduled faculty meeting, or a meeting called specifically to propose a motion of no confidence.

The motion of no confidence must contain specific reasons for the motion. The Chair has one week (7 days inclusive of weekend days) to respond, in writing, to these specific reasons for a vote of no-confidence and disseminate this response to the faculty. A vote of no confidence shall be scheduled ten days from the date of the motion of no confidence (or the next weekday if the 10<sup>th</sup> day falls on a weekend). A vote of no confidence will be taken by secret ballot by the same procedure specified for the election of the Chair. The results of a vote of no confidence will be reported to the Dean.

#### **Elections of Officers**

Tenured faculty in the Program are eligible to serve as chair. In the Spring semester of the last year of the current chair's term, the appropriate Dean or Associate Dean will send out a call for nominations for Chair. The list of nominees will be circulated to all Tenured and Tenure Track faculty in the Program, with notice that the vote will be held between certain dates. On the first day of the election, the Program's Support Coordinator will distribute ballots to all faculty eligible to vote.

The Program Advisor is appointed by the Chair.

#### **Process by which officers are recommended to the Dean and Provost**



## **POLITICAL SCIENCE**

C H A N N E L  
I S L A N D S

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For Chair: The results of the vote for Program Chair will be forwarded to the Dean by the Program's Support Coordinator. Included will be the names of all nominees, and the number of votes received by each.

### **Voting Rights**

All Program faculty members are allowed to vote in chair elections. Tenured and probationary faculty members each have one full vote (those holding joint appointments in another program have a vote in proportion to their Program workload). Full and part time lecturer faculty vote weight is counted according to their annual time base in teaching Program courses as follows:

.1-7.5 WTUs = .25 vote

7.6-15 WTUs = .5 vote

15.1-22.5 WTUs = .75 vote

22.6-30 WTUs = 1.0 vote

### **Officer Evaluation**

The Program Chair will be evaluated in the Spring semester of her/his second year in office, following the Chair Evaluation Policy approved by the Academic Senate.

### **IV. Other Program Assignments**

Other Program Assignments will be made by the Chair in consultation with individual program Faculty, and with the advice and consent of the program Faculty. Every effort should be made by the Chair to distribute all duties in an equitable manner. In particular the Chair should consider the unique challenges of new and junior faculty.



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C H A N N E L  
I S L A N D S

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#### **Process for Assessment Assignments**

Assessments Assignments will be made by the Chair consistent with the above.

#### **Process for other Assigned Time within the Program**

Decisions regarding other Assigned Time within the Program will be made by the Chair consistent with the above.

#### **Elections for other Program decisions**

The tenured and probationary faculty of the Program will elect a Faculty Committee to deal with all personnel matters. The Program Chair is not eligible to be elected to this committee. Only tenured faculty are eligible to be elected. The Program Faculty Committee will have 2 to 5 members, depending upon the number of tenured faculty in the unit. If the unit has no tenured faculty beyond the Chair, the probationary faculty will vote on one or more faculty from outside the program to serve on this Committee.

#### **V. Program Faculty**

##### **Process to constitute the Program Personnel Committee (PPC)**



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C H A N N E L  
I S L A N D S

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The PPC(s) will be elected according to the process outlined in the Political Science Program Personnel Standards (PPS). The PPC(s) within the Program will be elected each year.

#### **Process to constitute the Temporary Faculty Evaluation Committee**

The Program Faculty Committee will serve as the evaluation committee for all Temporary Faculty. The Chair will serve as part of the committee for this purpose. Faculty will not evaluate spouses or other immediate relatives. The faculty member will be recused from the Program Faculty Committee in the event that a spouse or other immediate relative is subject to evaluation.

#### **Process to create and amend PPS**

The Program Faculty Committee will work with all tenured and probationary faculty to review and amend the initial Program Personnel Standards as needed. The Chair will serve as part of the PFC for this purpose. After the PFC has consulted with program faculty about the PPSs, it will circulate a draft of the PPS and request feedback. After considering all feedback received, the PFC will vote on adopting the PPSs, and will subsequently forward them to the Office of Faculty Affairs to begin the review process.



## **POLITICAL SCIENCE**

C H A N N E L  
I S L A N D S

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#### **Number of classes evaluated**

A minimum of two (2) classes annually for each faculty unit employee

#### **How classes are evaluated**

Student evaluations of teaching shall be administered according to the university's policy on student evaluations. All T/TT faculty will follow the university Retention, Tenure and Promotion policy regarding peer observations. Each faculty member will consult with the FPC to arrange for a peer observation. (Faculty may arrange additional observations without consultation with the FPC). Temporary Faculty will be evaluated according to the Academic Senate Policy on Evaluating Temporary Faculty.

### **V. Other Unit Decisions**

#### **Process for Curriculum and New Course Decisions**

The T/TT faculty will elect a Curriculum committee. The Chair is eligible to be elected to this committee. The committee will have 3 or 5 members. If there are 3 or fewer tenured and



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I S L A N D S

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probationary faculty in the program, it will constitute a committee of the whole. The Curriculum Committee will approve all curriculum and course proposals, and revisions.

### **Criteria for Program Honors**

Students may be nominated for Program Honors by any T/TT faculty member. Students must have a minimum 3.0 GPA overall, and a minimum 3.5 GPA in the program to qualify. At a regular faculty meeting, or a special meeting called for the purpose, the nominators will speak about the qualifications of their nominee(s). Subsequently, all full T/TT faculty will vote on two students to receive Program Honors. The two highest vote getters will be awarded Program Honors.

### **Participation of Faculty Early Retirement Program Faculty**

FERP faculty are eligible to serve on all Program committees while they are in active employment status. FERP faculty are not eligible to serve as Program Chair. FERP faculty are not eligible to serve on Program Personnel Committees.

### **Process to amend unit bylaws**





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Any tenured or probationary faculty member wishing to propose an amendment to the Political Science bylaws may do so at a regularly scheduled faculty meeting of the Program, or at a special meeting called for the purpose. Amendments shall be approved by a 2/3 majority of the tenured and probationary faculty in Arctic Studies.

**VI. Unit bylaws shall be approved by a simple majority of the tenure track faculty in the unit.**

**VII. Unit bylaws shall be approved by the appropriate Dean.**

**VIII. Unit bylaws shall be approved by the Provost.**