

**DEPARTMENT OF POLITICAL SCIENCE  
DEPARTMENTAL PROCEDURES, CRITERIA, AND BYLAWS**

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[Official document prepared in Faculty Personnel Services]**

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**DEPARTMENT OF POLITICAL SCIENCE**

**I. DEPARTMENTAL DECISION-MAKING PROCEDURES**

- A. The business of the Department shall be conducted only when a quorum of one-half or more of the voting membership is present. Proxies will not count in determining the existence of a quorum. Under circumstances where the Department must act on a hiring decision because of time constraints during a period outside the fall and spring semesters, a quorum shall be reduced to those present for a Department meeting announced at least three days in advance. In these circumstances, reasonable efforts will be made by the Chair to notify faculty by telephone and e-mail of the meeting.

- B. Proxy voting is permitted on all questions before this Department, unless explicitly excluded elsewhere in these policies. The person casting a proxy vote must consult with the absent person regarding their wishes on the questions to be voted upon and must possess a written and signed proxy.
- C. Decisions of the Department shall be made by a majority of votes cast unless a different decision rule is specified in other sections of these bylaws.
- D. In all cases, all regular faculty members shall have a vote on all non-personnel related questions. Regular faculty members are tenured and tenure-track members excluding senior officers during her/his period of service.
- E. Only those eligible to vote may be present for discussions and votes on personnel related issues.
- F. All regular faculty members shall have a vote on personnel questions including hiring, reappointment, tenure, promotion, retrenchment, sabbatical, etc., except where excluded in the procedures covering each specific type of personnel decision.
- G. No Department member shall have a vote on hiring, reappointment, tenure, promotion or sabbatical decisions directly affecting herself/himself; nor shall such faculty member be present at portions of meetings discussing such decisions, except as provided for elsewhere in these bylaws. Faculty members currently or previously related by marriage or having similar openly acknowledged relationships with a member of the Department or a student in the Department shall not be present during discussion nor should they vote on personnel decisions affecting that person.
- H. Each year committee assignments will be made in a manner determined by a majority of votes cast in a Department meeting.
- I. All motions proposing a change to any decision-making procedure or policy of this Department must be circulated at least one week prior to the meeting in which they are to be acted upon.
- J. For all scheduled meetings of the Department, an agenda will be provided by the Chair at least 48 hours prior to the scheduled meeting.

## **II. WORKLOAD**

Faculty workloads shall be consistent with University and the CMU-CMUFA Agreement (Agreement) policies on workload. The Department shall initiate faculty workload recommendations in accordance with the Agreement.

## **III. BUDGET POLICY**

The Department Chair will distribute to the regular faculty a review of the financial status of the Department in October each year. The Chair, with the advice of the Policy Committee, will draw up a plan of expenditures for the academic year. Individual requests for discretionary funds above a \$100 limit will be referred to the Policy Committee by the Chair.

#### IV. DEPARTMENT COMMITTEE SYSTEM

A. The Department shall have six standing committees of at least four faculty members. A quorum exists when at least three voting members of a committee are present and voting without objections from any member; e-meetings with e-voting is an acceptable form of meeting. In addition, the Department Chair is a voting member of the Policy Committee and a non-voting member of other Department standing committees. The six committees are:

1. Personnel
2. Policy
3. Curriculum
4. Public Administration (PA) Council
5. Master of Arts (MA) Council
6. Assessment

B. Committee Charges:

1. Personnel Committee

The Personnel Committee will make personnel recommendations to the Department on the filling of all vacancies, including graduate assistantships. It will review and approve ProfEd temporary faculty applications to teach undergraduate political science courses, other than Public Administration courses. The Personnel Committee will assist the Department Chair in completing written reviews of temporary faculty members prior to their subsequent appointments, if any.

2. Policy Committee

- a. The Policy Committee considers and recommends policy changes to the Department. It is the Chair's responsibility to oversee the budget of the Department in accordance with college and university policies/procedures. The Policy Committee also reviews the budget of the Department, prepared by the Chair each fall semester, and reports at Department meetings any expenditures for which its approval is sought and any alteration in the budget of the Department prepared by the Chair.
- b. The Policy Committee chair, in consultation with other committee members, maintains a current orderly compilation of all approved departmental policy decisions. Such compilation should be kept current by a review each fall by the Policy Committee.
- c. The Policy Committee shall review applications for student teaching and make appropriate recommendations to the Teacher Education Program.
- d. The Policy Committee shall also be convened for consultation with the Chair whenever an immediate decision or recommendation is required from the Department, and it is impossible to convene the entire departmental membership.

3. Curriculum Committee

The Curriculum Committee will have responsibility for overseeing the undergraduate offerings of the Department. This committee will regularly study the needs of undergraduate students we serve and make recommendations to the Department to meet those needs.

4. Public Administration (PA) Council

- a. The PA Council will have responsibility for overseeing the Master of Public Administration program and the undergraduate concentration in public administration. The PA Council will consist of all regular Department faculty members who teach core courses in the program. Regular Department faculty members who teach elective courses in the program may be granted annual renewable membership on the PA Council by a majority vote. The PA Council, at its first meeting of the academic year, will select one of its members as chair for three years.
- b. The PA Council will be responsible for regular review of the Master of Public Administration program, including such areas as its general policies and planning, mission, curriculum, course scheduling and teaching assignments, and degree and admission requirements. It will make curriculum recommendations to the Department. It will make recommendations to the Graduate School on admission to the MPA program. It will review and approve ProfEd temporary faculty applications to teach Public Administration courses. The PA Council will also make recommendations to the Political Science Department regarding the use of financial and other resources affecting the Master of Public Administration program.

5. Master of Arts (MA) Council

- a. The MA Council will oversee the Master of Arts program in Political Science. The MA Council shall consist of five members plus the Department Chair who shall be a member ex officio. One member shall be selected from each of three subfields: 1) American politics, 2) international relations/comparative politics, and 3) political theory/methodology.
- b. The MA Council will be responsible for regular review of the MA program, including such areas as its general policies and planning, mission, curriculum, course scheduling and teaching assignments, and degree and admission requirements. It will make curriculum recommendations to the Department. It will make recommendations to the Graduate School on admission to the MA program. It will review and approve ProfEd temporary faculty applications to teach Master of Arts courses. The MA Council will also make recommendations to the Department regarding the use of financial and other resources affecting the MA program.

6. Assessment Committee

- a. The Assessment Committee will have responsibility for developing, implementing and evaluating the Department's undergraduate and graduate assessment programs. It will advise and assist the Department's Assessment Director in managing the assessment plan, presenting assessment results, and maintaining communications with appropriate university and college assessment officials. The Assessment Committee shall consist of the chairs of the PA Council, MA Council, and Curriculum Committee, the Department Assessment Director, and one faculty member elected at large. The Assessment Director shall act as chair of the Assessment Committee.
- b. The Assessment Committee will be responsible for drafting and periodically updating the Department's assessment plan, including detailing learning objectives for each undergraduate and graduate program. It shall present the plan and substantive changes to the Department for approval. It shall organize the implementation of the assessment process, including gathering data and evaluating results. It shall coordinate reporting of assessment results, including making recommendations regarding curricula and programs to the Department. It shall assist in writing annual departmental assessment reports in conjunction with the Assessment Director.

**V. INITIAL APPOINTMENT TO A TENURE-TRACK OR TENURED POSITION**

A. Criteria

1. Evidence of the candidate's ability to meet the teaching and research requirements of the position as defined by the Department. The candidate's areas of research and teaching specialization are the primary factors.
2. Evidence of the candidate's academic qualifications as measured by progress toward, or attainment of, advanced degrees in political science or related fields.
3. Evidence of the candidate's academic qualifications as measured by the quality and quantity of scholarly and creative activity or potential for same.
4. Evidence of the candidate's teaching achievement and other relevant experience as measured by the nature and duration of such experience and evidence of the success of this experience.
5. Evidence of the quality of the candidate's academic preparation and relevant experience as measured by professional recommendations.

B. Procedures

1. When a tenure-track or tenured position is desired, the Department will discuss the

future needs of the Department and vote on the specialties to be sought in a search, the required qualifications for the position, and the desired qualifications. These will be submitted to the Dean and Provost for approval. Once approved, the Personnel Committee will draft an advertisement for departmental approval. The approved ad will be forwarded simultaneously to the Dean and Faculty Personnel Services by the Department Chair in accordance with University policy.

2. Once the ad is approved, the position will be nationally advertised in relevant professional media and in accordance with University policies and the American Political Science Association guidelines on advertising.
3. All applications and credentials received shall be available in the Department office for review by all faculty members eligible to vote on the appointment.
4. The Personnel Committee shall screen and rank top candidates according to the required and desired qualifications in the advertisement, and report its recommendation to the Department.
5. After discussion, regular faculty members shall vote on which candidates should be recommended for an interview. These recommendations shall be forwarded to the Dean for approval.
6. All candidates interviewing for tenure-track or tenured positions shall be required to give a presentation of their research to the Department. All candidates shall be required to provide evidence of teaching competence.
7. In order to be recommended to the Dean of the College of Humanities and Social and Behavioral Sciences for appointment to a tenure-track or tenured position, a candidate must receive a majority vote of all faculty members holding regular appointments. If no candidate receives a majority on either the first or second ballot, all but the top two vote getters on the second ballot will be eliminated, and the Department will vote again. If during this process, any tie occurs that affects the outcome, such as a tie for second place in the initial round, that tie shall be broken by a majority vote of the Department.
8. If a candidate is recommended to the Dean for appointment to a tenure-track position, the Department shall review the candidate's refereed publication record as shown in the candidate's vita at the time of application. After due consideration of the candidate's publication record, the Department may vote to recommend to the Dean that the Dean count a publication toward meeting the Department's requirement for tenure. Should the Dean decide to count a publication toward meeting the tenure requirement, it will be included in the candidate's initial letter of appointment.
9. The Personnel Committee shall assist the Department Chair in completing the University's Faculty Appointment Activity Record forms.

## **VI. PROCEDURE FOR SELECTION OF A CHAIR**

### **A. Need for the Selection of a Chair**

1. A search for a new chair should be pursued at the beginning of the final year of a Chair's term or in the event of a vacancy or impending vacancy in the Chair. The Department will make a recommendation within 30 days to the Dean of the College as to whether an internal or external search for a new Chair will be pursued. Voting shall be by secret ballot by regular Department members.
2. The Incumbent Chair shall inform the Department in writing by the first Department meeting of the fall semester of the last year of a first term of her/his intention to seek a second term.
3. In the event of a sudden or short-term (such as a leave replacement) vacancy in the Chair, the Department shall, by a vote of a majority of the total regular faculty members, recommend to the Dean a temporary replacement until such time as a regular Chair is in office.

### **B. Qualifications for Chair Position**

1. If a Chair is selected from within the Department, the Chair must be a tenured member of the Department. If an external candidate is selected, the Department may choose to recommend that the person be hired with tenure or that a tenure decision be made consistent with rank offered.
2. In addition to the criteria for tenure, candidates for Chair shall be judged on the basis of their demonstrated leadership and competence in the normal administrative tasks expected of Chairs or their promise for such leadership and competence.

### **C. Term of the Chair**

The term of office can be from one to five years but shall normally be for three years. A Chair normally may not serve more than two consecutive terms. A Chair who has served two terms may be reelected only after another person shall have filled the position for at least one and a half years.

### **D. Application Procedures**

1. For Internal Search
  - a. Any tenured member may apply for the position with a formal letter of application, which will spell out her/his qualifications for the position along with any other information and proposals he/she may wish to put forward. Supporting documentation may be submitted at the discretion of the candidate.

- b. Deadlines for internal applications for the position of Chair shall be set by the Department by majority vote.

2. For External Search

- a. Normal departmental and university hiring procedures will be followed. Advertisements will lay out the qualifications for Chair including the requirements in the area of leadership and administrative competence along with any required fields or competencies the Department may designate by majority vote in its recommendation of the advertisement. Internal candidates will be considered in external searches on the same basis as external candidates.
- b. The Dean shall establish deadlines for an external search.

E. Election

- 1. The departmental recommendation for the selection of Chair shall be by secret ballot. Applications of all candidates shall be available for review by all Department members for at least seven working days prior to the date ballots are due. Faculty not in Mount Pleasant during the balloting period or who are otherwise unable to vote on campus during the balloting period may submit a ballot by e-mail, fax, or mail, addressed to a member of the Personnel Committee who is not a candidate. All such ballots shall be held in confidence by the recipient and cast as though the person were present.
- 2. Votes will be counted by the Personnel Committee or at least two designees of that committee, not including any person who has applied. Results will be conveyed to the Department and the Dean in a timely manner.
- 3. If no person receives a majority of the regular members of the Department's ballots, a run-off of the top two candidates will be held. If there is a tie for second place, it will be broken by a run-off between tied candidates.

F. Removal of the Chair

A majority of the regular faculty may make a recommendation to the Dean for the removal of the Chair for non-performance or deficient performance of her/his professional responsibilities as Chair. Voting shall be by secret ballot within seven working days of such a motion made in a Department meeting. The Personnel Committee shall prepare a ballot, notify all regular faculty including those not on campus, and be responsible for counting the ballots. The Personnel Committee shall announce the results to faculty and, if the recommendation is for removal, to the Dean. Those eligible to vote who are not available for an on-campus ballot may vote by e-mail, fax, or mail, addressed to a member of the Personnel Committee. All such ballots shall be held in confidence by the recipient.



G. Duties of the Chair

The Chair's duties will be consistent with the provisions of the Agreement and the documents of the University consistent with that Agreement.

**VII. REAPPOINTMENT**

A. Criteria

1. Teaching Achievement

Evidence of the candidate's teaching achievement as demonstrated by the types of materials listed in the promotion article of these bylaws (see IX.A.1.).

2. Scholarly and Creative Activity

a. Evidence of the candidate's pursuit of research and scholarly activities as demonstrated by work toward publication or work already published in the categories listed in the promotion article of these bylaws (see IX.A.2.).

b. In the case of instructors, completion of or progress toward the completion of dissertation in the course of fulfilling Ph.D. degree requirements will be deemed to fulfill evidence of scholarly and creative activity.

3. University Service

Evidence of University Service as measured by the criteria and standards listed in the promotion criteria and standards section of these bylaws (see IX.A.3.).

4. Promise

a. An evaluation, based upon performance up to the present time, of the candidate's potential for professional growth and development.

b. Judgment as to whether the candidate is contributing to the goals and objectives established by the Department.

5. The future needs of the University.

All of the above criteria which are presently in use for determination of faculty reappointments shall be taken into consideration in each case of reappointment. No one criterion shall be considered as sufficient to warrant reappointment. However, attainment of the Ph.D. degree is a requirement for an award of tenure. Tenure-track faculty must demonstrate sustained and satisfactory progress in her/his Ph.D. program, and achieve an award of the doctoral degree a year before application for tenure is made. Reappointment applications will be given increasingly rigorous scrutiny as faculty move toward a tenure decision.

B. Procedure

1. The Department Chair shall notify candidates for reappointment of the timetable to be used in reappointment decisions in accordance with the Agreement.
2. The decision on reappointment of non-tenured members shall be on the basis of majority vote of all tenured and tenure-track faculty of the Department (except the candidate being considered).
3. The vote shall be by secret ballot.
  - a. Ballot Language  

Shall the Department recommend (name of candidate) for reappointment to a term as specified in the Agreement?

Yes    No
4. In the case of a “no” vote, the voter must give a written explanation referencing the reappointment criteria of the reason for her/his decision. The explanation may be written on the ballot or attached to the ballot. The vote will not be counted in the absence of such explanation.
5. Prior to voting, the tenured and tenure-track members of the Department (except the candidate being considered) will meet to discuss and assess the candidate’s materials presented for reappointment.
6. If the vote is not to reappoint a non-tenured faculty member, the candidate failing to be recommended for reappointment shall be given written notice in accordance with the Agreement.
7. For non-tenured faculty members failing to receive a recommendation for reappointment, the appeals procedure of the Agreement is available.

**VIII. TENURE**

- A. The Department regards the tenure decision as the most significant decision to be made about an individual faculty member. The competence and promise of a candidate for tenure will be evaluated by her/his achievement on the following criteria.
- B. The criteria for tenure shall be:
  1. Teaching Achievement
  2. Scholarly and Creative Activity
  3. University Service
  4. The promise of the bargaining unit member, as defined in the Agreement
  5. The future needs of the University

The types of evidence required or acceptable for each of the above criteria for tenure are described in the promotion section of this document (see IX).

C. Procedures

1. The Department Chair shall notify members of the Department of the regular consideration dates for tenure. In the period three to four weeks before the individual's application for tenure is due in the Department, the Department Chair shall notify all eligible faculty to prepare their credentials for the Tenure Committee's consideration.
2. The Tenure Committee will be comprised of all tenured members of the Department.
3. Candidates for tenure shall present, with their application, evidence of achievement on each of the tenure criteria described above and a narrative statement for each evaluation criterion, explaining how and to what extent each of the activities claimed has met the established standards. Examples of the types of evidence that might be presented for teaching achievement, scholarly and creative activities, and university service are presented in Article IX, Section A. In the case of publication, the candidate shall provide a list of scholarly publications regarded as "Category one" and a separate list he/she regards as "Category two", and a brief statement about the nature of the refereeing process of each "Category one" item (see IX.A.2.a.).
4. Each Tenure Committee member will assess whether the candidate has met requirements in "Category one" and "Category two." "Category one" publications are scholarly research publications and are peer reviewed. "Category one" publications will be prima facie evidence of the level of performance in "Category one." The Tenure Committee will discuss and assess the candidate's materials presented for tenure and present a written summary to the Chair.
5. In order to be recommended for tenure, the candidate must have at least two "Category one" quality scholarly research publications. If a candidate has not completed the requirements for a doctorate, he/she will not be recommended for tenure.
6. The Department Chair will attempt to contact all members of the Tenure Committee not present on campus to make arrangements for casting their ballot. (This is not intended to provide a proxy, but to allow for the use of faxes, etc., for casting a ballot.)
7. Each member of the Tenure Committee will vote on the competence and promise of the candidate by completing a written evaluation of the candidate on each of the five tenure criteria.

a. Ballot Language

Does the candidate fulfill the departmental requirement for tenure on the following:

- |     |                                  |     |    |
|-----|----------------------------------|-----|----|
| (1) | Teaching Achievement?            | Yes | No |
| (2) | Scholarly and Creative Activity? | Yes | No |
| (3) | University Service?              | Yes | No |

- |     |   |     |    |
|-----|---|-----|----|
| (4) | The promise of the bargaining unit member, as defined in the <u>Agreement</u> ? | Yes | No |
| (5) | The future needs of the University?   | Yes | No |

8. In order to be recommended for tenure, a candidate must receive a positive vote from a majority of the Tenure Committee. Ballots will be due in the Department office at a date and time specified in the Tenure Committee meeting, but in no case more than five working days from the date of the Tenure Committee meeting.
9. In the case of a “no” vote in a category, the voter must give a written explanation referencing the tenure criteria of the reason(s) for her/his decision on the ballot or attached to the ballot. The vote will not be counted in the absence of such explanation.
10. Department members shall cast their ballots in a way that will preserve the secrecy of ballots. A ballot box shall be placed in the Department office for this purpose. At least two members of the Tenure Committee shall be present for the counting of ballots. The counters shall not discuss the content of ballots except as part of the process for drafting a committee explanation of a denial of tenure recommendation as provided for in the following paragraph. Individual Tenure Committee members shall not share with the candidate comments of other members of the committee outside the process outlined below.
11. If the candidate’s application is denied, the Tenure Committee will meet within three working days of the ballot counting to prepare a written statement for the candidate of the specific reasons for the denial based on the ballot explanations.
12. The candidate may appeal the decision of the Tenure Committee to that body within five working days of receiving written notification of the reasons for denial from the Tenure Committee. The appeal shall be in writing. Such appeals may be made on either a substantive or a procedural basis or both. The pursuit of such an appeal does not preempt any other routes of appeal which may be open to the candidate. Results of the appeal will be determined by a majority vote of the Tenure Committee.
13. When final voting has taken place, the Tenure Committee shall make a tally of the overall votes and report it to the candidate, the Department, and the Dean.
14. The Tenure Committee shall assist the Department Chair in completing the Department’s written recommendation.

**IX. PROMOTION**

A. Criteria and Standards

1. Teaching Achievement

Evidence of the candidate’s teaching achievement must be demonstrated as follows:

- a. Systematic student evaluations of a formal character which provide a comparative basis for evaluation are required. The candidate must discuss them in the narrative.
- b. Candidates may also provide other evidence including items listed below. They must discuss how this evidence demonstrates effective teaching:
  - (1) Course syllabi and other teaching-related materials.
  - (2) Creation of new courses.
  - (3) Substantive revisions of master course syllabi.
  - (4) Grade distributions.
  - (5) Evidence of chairing or serving on committees for thesis and Plan B papers.
  - (6) Substantive supervision of individual student research projects, including independent studies.
  - (7) ProfEd course-related materials and evaluations.
  - (8) Evidence of success of former students in related and subsequent work environments.
  - (9) Evidence of effective participation in student advising.
  - (10) Teaching achievement awards.
  - (11) Voluntary peer observations.
- c. Non-systematic student and peer evaluations obtained through student questionnaires, written recommendations, etc., which do not involve a designated comparison group may be presented.
- d. Other activities related to teaching such as additional training, skill development, etc.

2. Scholarly and Creative Activity

Evidence of the candidate's pursuit of scholarly research as demonstrated by publication in appropriate scholarly media. Two types of scholarly activity will be considered as follows:

- a. "Category one" publications include scholarly research published or accepted for publication under a refereeing system in which expert referees, invited or

employed by the publisher, play a major role in determining if the material merits publication. This implies some objective process of evaluation, though not necessarily a “blind” process since invited articles and other publications might well be objectively evaluated, and therefore fit this category. Specifically, full-length articles, scholarly monographs, books, and chapters in books which have been refereed will be considered “Category one” publications in this document. Scholarly books and monographs will be considered equivalent to at least two “Category one” journal articles as will one edited book containing at least one original substantive chapter by the candidate. A funded research grant will be considered the equivalent of one “Category one” scholarly research publication if the grant meets all of the following criteria: (1) the grant is provided by a non-CMU affiliated granter, (2) the grant was peer reviewed, (3) the grant involves subject matter within the political science discipline, and (4) the amount of the grant is substantial. Only one grant may be counted as a scholarly research publication for each individual promotion or tenure application.

- b. “Category two” publications include non-refereed publications, research notes, editorships, book reviews, translations, receipt of research grants that do not meet the criteria in 2.a.(1) above, and the presentation of papers reflecting research and scholarly activities at the meeting of appropriate scholarly and professional bodies.

### 3. University Service

Evidence of university service will be measured by the following criteria and standards:

- a. Service on department, college, and university committees including the CMU Faculty Association. Candidates should supply not only their memberships on committees but also information on the nature and/or quality of the service.
- b. Service on and off campus in special programs, projects, workshops, clubs, etc., which are related to the interests of the department, college, or university.
- c. Service on elected and appointed public and non-governmental organizational boards, commissions, and committees relevant to the discipline.
- d. Office-holding or serving as a convener of a panel or professional seminar in an appropriate professional or scholarly organization.

## B. Procedures

- 1. The Department Chair shall notify members of the Department of the regular appointment dates for promotion. In the period three to four weeks before the deadline for application to the Department for promotion, the Chair shall notify all eligible faculty of the deadline to prepare their credentials for the Promotion Committee's consideration.

2. The Promotion Committee will be comprised of all tenured members of the Department.
3. Candidates for promotion shall present, with their application, evidence of achievement on each of the promotion criteria described above, and a narrative statement for each evaluation criterion, explaining how and to what extent each of the activities claimed has met the established standards. In the case of publication, the candidate shall provide a list of publications regarded as "Category one" and a separate list he/she regards as "Category two," along with a brief statement about the nature of the refereeing of each "Category one" item.
4. Each Promotion Committee member will assess whether the candidate has met requirements in "Category one" and "Category two." "Category one" publications are scholarly research publications and are peer reviewed. "Category one" publications will be prima facie evidence of the level of performance in "Category one." The Promotion Committee will discuss and assess the candidate's materials presented for promotion and present a written summary to the chair.
5. In order to be recommended for promotion from assistant professor to associate professor, the candidate must have at least two "Category one" scholarly research publications.
6. In order to be recommended for promotion from associate to full professor, or to be recommended for the contractual salary adjustment for professor, the candidate must have at least three scholarly research publications since the last promotion, at least two of which must be "Category one" publications.
7. The Department Chair will attempt to contact all members of the Promotion Committee not present on campus to make arrangements for casting their ballot. (This is not intended to provide a proxy, but to allow for use of faxes, etc., for casting a ballot.)
8. Each member of the Promotion Committee will vote by completing a written evaluation of the candidate on each of the three promotion criteria.

a. Ballot Language

Does the candidate fulfill the departmental requirement for promotion on the following:

(1)	Teaching Achievement?	Yes	No
(2)	Scholarly and Creative Activity?	Yes	No
(3)	University Service?	Yes	No

9. In order to be recommended for promotion, a candidate must receive a positive vote from a majority of the Promotion Committee. Ballots will be due in the Department

office at a date and time specified in the Promotion Committee meeting, but in no case more than five working days from the date of the Promotion Committee meeting.

10. In the case of a “no” vote in a category, the voter must give a written explanation referencing the promotion criteria of the reason(s) for her/his decision on the ballot or attached to the ballot. The vote will not be counted in the absence of such explanation.
11. Department members shall cast their ballots in a way that will preserve the secrecy of ballots. A ballot box shall be placed in the Department office for this purpose. At least two members of the Promotion Committee shall be present for the counting of ballots. The counters shall not discuss the content of ballots except as part of the process for drafting a committee explanation of a denial of promotion as provided for in the following paragraph. Individual Promotion Committee members shall not share with the candidate comments of other members of the committee outside the process outlined below.
12. If the candidate’s application is denied, the Promotion Committee will meet within three working days of ballot counting to prepare a written statement for the candidate of the specific reasons for the denial, based on the ballot explanations.
13. The candidate may appeal the decision of the Promotion Committee to that body within five working days of receiving written notification of the reasons for denial from the Promotion Committee. The appeal shall be in writing. Such appeals may be made on either a substantive or a procedural basis or both. The pursuit of such an appeal does not preempt any other routes of appeal which may be open to candidates. Results of the appeal will be determined by a majority vote of the Promotion Committee.
14. When final voting has taken place, the Promotion Committee shall make a tally of the overall votes and report it to the candidate, the Department, and the Dean.
15. The Promotion Committee shall assist the Department Chair in completing the Department’s written recommendation.

## **X. STUDENT EVALUATION POLICY**

- A. The Department will maintain an "open system" in which quantitative results of student evaluations of individual faculty members will be kept on file in the Department office for five years. In addition, a summary of the departmental average scores of student evaluations will be maintained in the file.
- B. The student evaluations shall be given within the last two weeks of regular classes prior to exam week.
- C. The student evaluations will be collected by someone other than the instructor and in the instructor’s absence.
- D. Upon receipt of the student evaluations, the collector will take care that they are sealed and



deposited in the Department office.

## **XI. SUMMER TEACHING POLICY**

- A. The first concerns of the Department in summer course assignments are departmental programmatic needs and potential for enrollment.
- B. In making assignments for summer teaching, the Department Chair will give preference to faculty members who have not had the most recent summer assignment. If a course is cancelled due to insufficient enrollment, the faculty member will not lose their position in rotation for following years. After programmatic considerations are taken into account, if relevant faculty have equal eligibility, decisions will be made on a lottery basis and there is no guarantee of a summer teaching assignment. The Department shall approve the summer schedule to be recommended to the Dean for approval.

## **XII. LEAVES**

### **A. Sabbatical Leaves**

#### **1. Policy**

The Department of Political Science will follow the Agreement concerning sabbatical leaves.

#### **2. Procedures**

- a. A faculty member seeking a sabbatical leave shall distribute a proposal to all regular full-time faculty members at least three weeks prior to the deadline for sabbatical leave proposals to be turned in to the Dean's office.
- b. The Department faculty will meet at least two weeks prior to the deadline for sabbatical leave proposals to be turned in to the Dean's office and vote "to recommend" or "not to recommend" each proposal submitted.
- c. If the Department votes "not to recommend" a proposal, the applicant may work with the Department Chair and others to improve the proposal and resubmit it to the Department for a second consideration.

### **B. Replacement Leaves**

It has been the long established policy of this Department to support faculty leaves of absences for personal professional development when there are replacement resources available to the Department to meet its instructional programs. As the Dean of the College of Humanities and Social and Behavioral Sciences and Central Michigan University Administration place a high priority on contracts and grants to develop resources for departmental programming, this type of leave might increase. Such leaves in the past have had pro forma departmental support and will continue to have such support unless a policy is established to modify this practice. The

Department generally looks favorably upon these leaves and will usually recommend their approval to the Dean unless a faculty member's absence would create a significant negative effect upon a departmental program. The Department Chair should indicate the impact upon the program when he/she forwards the recommendation to the Dean.