

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

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DEPARTMENT OF POLITICAL SCIENCE

I. Departmental Decision-Making Procedures (1/1/88)

- A. The business of the department shall be conducted only when a quorum of 1/2 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 when the University is not in session, the quorum shall be reduced to those present for a department meeting announced at least three days in advance. Change effective 12/5/83.

- B. Proxy voting is permitted on all questions before this department, unless explicitly excluded elsewhere in these policies. It is understood that the person casting a proxy vote has consulted with the absent person regarding their wishes on the questions to be voted upon. Change effective 12/5/83.
- C. All permanent and temporary faculty members as well as elected student representatives shall have a vote on all non-personnel related questions.
- D. All temporary faculty members and elected student representatives will have a voice but no vote on any and all personnel related questions.
- E. All permanent faculty members will have a vote on personnel questions including hiring, retention, tenure, promotion, retrenchment, etc., except where excluded in the procedures covering each specific type of personnel decision.
- F. Departmental committees will be established upon a vote of the department. The department may delegate to a committee or a specific person action on matters other than personnel or policy normally voted on by the full department with a 2/3 majority. This delegation must be specific in terms of scope and time. Change effective 12/5/83.
- G. Committee assignments will be made in a manner determined by a vote of the department.
- H. 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 acted upon.
- I. An agenda will be provided by the Chair for all meetings of the department at least 48 hours prior to a scheduled meeting.
- J. In no case will student representatives exceed 1/4 of the voting membership of the department.

II. Workload (4/16/78)

- A. Be it resolved that each faculty member (all regular and temporary persons holding faculty rank and carrying at least one-half load in teaching or research, and Department Chairperson) of the Political Science Department shall participate in the formulation and annual review of departmental Work Load Unit Policy. Further, it is agreed that the entire department shall have the primary responsibility in assigning loads insofar as appropriate University ratios are maintained.

III. Fiscal Policy (4/26/78)

- A. The Chair of the Department of Political Science is responsible for drawing up the annual budget with the advice of an appropriate committee. Requests for discretionary funds will be referred to the appropriate committee for approval. The Chair of the department is to distribute a review of the financial status of the department.

IV. Department Committee System (5/9/78)

- A. The department shall have permanent committees of at least four (4) faculty members.

Personnel
Policy
Curriculum
MA Council

Committee Charges:

- B. The Personnel Committee

- 1. The Personnel Committee will make personnel recommendations to the department on the filling of all vacancies as well as personnel matters related to the staffing of IPCD courses.

- C. The Policy Committee

- 1. The Policy Committee will have oversight of the budget of the department. A summary of departmental expenditure at the final department meeting each semester will be provided to all members of the department. This committee should consider and recommend on all policy changes before the department.

The Policy Committee maintains a current orderly compilation of all approved departmental policy decisions. Such compilation should be kept current annually by a review each fall by the Policy Committee.

The Policy Committee shall also be convened for consultation whenever an immediate decision or recommendation is required for the department, and it is impossible to convene the entire departmental membership, e.g., summer vacation, Christmas holiday, etc.

- D. The Curriculum Committee

- 1. The Curriculum Committee will have responsibility for overseeing the undergraduate and graduate offerings of the department. This committee

should regularly study the needs of undergraduate and graduate students we serve and make recommendations to the department to meet those needs.

The Chair of the Department is an ex-officio member of all departmental committees and one of the regular members of the Policy Committee.

E. The MA Council

1. 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 the three subfields: 1) American politics, 2) international relations/comparative politics, and 3) political theory/methodology.
2. 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. The MA Council will also make recommendations to the department regarding the use of financial and other resources affecting the MA program, including graduate assistantships.

V. Initial Appointment

A. Criteria

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 academic and teaching specialization are the relevant factors.

Evidence of the candidate's academic qualifications as measured by progress toward, or attainment of, advanced degree(s) in political science.

Evidence of the candidate's academic qualifications as measured by the quality and quantity of scholarly writing or publication or potential for same.

Evidence of the candidate's teaching and other relevant experience as measured by the nature and duration of such experience.

Evidence of the quality of the candidate's academic preparation and relevant experience as measured by professional recommendations.

B. Procedures

1. A description of the minimum qualifications for the position will be prepared by the department based on the department curricula and other needs.
2. The position will be nationally advertised in the relevant professional media. Such advertising will be placed consistent with the department's and University's commitment to affirmative action.
3. All applications and credentials received shall be available in the departmental office for review by all faculty members eligible to vote on personnel decisions, staff members, and student representatives.
4. Although committee of the department may be designated to assist in screening and ranking of candidates all faculty members holding regular appointments may move to amend, alter, or substitute any recommendations of such a committee.
5. Decisions with respect to the ranking of candidates, the selection of candidates to be invited for interviews, and the offer of a position to a candidate will require a majority vote of all faculty members holding regular appointments.
6. The candidate selected shall be recommended for appointment, after consultation with the Dean of the College of Humanities and Social & Behavioral Sciences.

VI. Procedure for Selection of Chair (11/9/78)

In the event of a vacancy in the position of Chair, the department may decide by majority vote to conduct a search within, in which case the department as a whole will meet to recommend an internal search for the position of Chair. Voting will be by secret ballot and by regular department members.

In the event the department does not decide to limit the search to internal candidates, the procedure outlined under Initial Appointment, will be followed. This does not preclude internal candidates from being considered.

VII. Reappointment (9/14/78)

A. Criteria

1. Publication.

Evidence of the candidate's pursuit of research and scholarly interests as demonstrated by work toward publication in three categories listed under the promotion criteria.

2. Teaching Effectiveness.

Evidence of the candidate's teaching effectiveness as demonstrated by the criteria listed in the promotion criterion selection of these bylaws.

3. Professional Growth.

Evidence of professional growth as measured by the criteria listed in the promotion criteria of these bylaws. 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 both professional growth and publication criteria categories.

4. Institutional Service.

Evidence of institutional service as measured by the criteria listed in the promotion criteria section of these bylaws.

5. All of the above criteria, which are presently in use for determination of staff promotions, shall be taken into consideration in each case of reappointment. No one criteria shall be considered as sufficient to warrant reappointment. However, all persons seeking or aspiring to tenure should recognize that the Department of Political Science regards the attainment of the Ph.D. degree to be of priority importance, second only to that of being an effective teacher. It is departmental policy to apply the above criteria less rigorously to cases of reappointment than to staff members seeking tenure.

B. Procedure

1. The timetable to be used in reappointment decisions shall be in accordance with Faculty Handbook and AAUP ground rules.
2. The decision on reappointment of non-tenured members shall be on the basis of majority vote of all tenure-track faculty of the department (except the candidate being considered).
3. The vote shall be by secret ballot.
4. If the vote is not to retain a non-tenured staff member, the candidate failing to receive reappointment shall be given written notice in accordance with the Faculty Handbook and AAUP ground rules.
5. For staff members failing to receive reappointment, the following appeal procedures will be available:

A fair hearing mechanism is hereby incorporated into the Department Reappointment Procedures whereby an individual member concerned shall be given an opportunity of stating his/her case and answering charges before the entire department. Further, appellate procedures beyond the departmental level shall be available to him/her as provided in the CMU-CMUFA Agreement; and these procedures shall be applicable only in cases of pre-tenure reappointment.

VIII. Tenure (Change effective 3/16/86)

A. Criteria

1. **Publication.** Evidence of the candidate's pursuit of scholarly research as demonstrated by publication in appropriate scholarly media. Two categories of publication will be considered, as follows:
 - a. 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.
 - b. Other publications including non-refereed publications, research notes, editorships, book reviews, translations, etc.

"Category one" publications will automatically count toward tenure since they will have undergone an objective evaluation process.
"Category two" publications will require rigorous review by each member of the department tenure committee for a determination of its scholarly merit and weight. See Procedures below.
2. **Teaching Effectiveness.** Evidence of the candidates teaching effectiveness as demonstrated by the following criteria, where appropriate:
 - a. Systematic student and peer evaluations of a formal character which provide a comparative basis for evaluation.
 - b. Non-systematic student and peer evaluations such as those that may be obtained through student questionnaires, written recommendations, and so forth which do not involve a designated comparison group.
 - c. Other criteria: course syllabi, actual student performance on papers,

tests and other written work, and evidence of success of former students in related and subsequent work environments.

3. Professional Growth. Evidence of professional growth as measured by the following criteria:
 - a. The presentation of papers reflecting research and other scholarly activities at the meetings of appropriate scholarly and professional bodies.
 - b. Office-holding or serving as a convener of a panel or professional seminar in an appropriate professional or scholarly organization.
 - c. Other activities such as additional training, skill development, etc.
4. Institutional Service. Evidence of institutional service as measured by the following criteria:
 - a. Service on department, school, and university committees.
 - b. Extraordinary service in special programs, projects, workshops, clubs, and so forth which are related to the interests of the department, school, or university.

B. Procedures

1. The Department Chair shall notify members of the department of the regular appointment dates for tenure. In the period 4 to 6 weeks before the deadline for tenure, the 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. (Change effective 12/3/87).
3. Candidates for tenure shall present, with their application, evidence of performance on each of the tenure criteria described above. 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. Prior to voting, Tenure Committee members will meet to assess whether listed "Category one" publications are correctly categorized. If questions of the appropriateness of the categorization are raised at the meeting, they must be resolved by majority vote. Any publication classified by the candidate as

"Category one", but which a majority does not accept as "Category one", will be reassigned to "Category two" for further consideration. "Category one" publications, unless reassigned by this process, will be prima facie evidence of the level of performance in "Category one".

If the number of "Category one" publications is not alone sufficient to merit the tenure sought, the committee will then consider "Category two" publications. In such a case, each member of the Tenure Committee will become a referee for the body of work presented in "Category two". Every member of the Tenure Committee must read every item assigned to "Category two" by the candidate or reassigned there by vote of the committee and make a written judgment of the appropriate weight on the "Category two" materials, taking into account their scholarly quality and quantity. The weight of "Category two" materials, taken as a whole, should then be expressed by each member in terms of equivalence to refereed articles. (For instance, some member might regard two research notes and a review essay as equivalent to one refereed article; another member might differ.)

5. In order to be granted tenure, the candidate must have the equivalent of one "Category one" publication. If a candidate has not completed the requirements for a doctorate, he/she will not be granted tenure. Each member of the Tenure Committee will vote by completing a written evaluation of the candidate on each of the four tenure criteria. Does the candidate fulfill the departmental requirement for promotion on the following:

Publication?	Yes	No
Teaching?	Yes	No
Professional Growth?	Yes	No
Institutional Service?	Yes	No

A ballot will be counted as positive if a candidate receives at least 3 yes votes, 2 of which must be publication and teaching. In order to be recommended for tenure, a candidate must receive a positive vote from a majority of those voting. Ballots will be due in the department office at 5 p.m. on the day following the tenure meeting, unless an article has been reassigned. In the latter case, up to 3 days may elapse before ballots are due to allow the committee time to read the reassigned publication.

6. In the case of a vote of no in a category, the voter will give a written explanation of the reason for his/her decision on the ballot or attached to the ballot. The vote must be discounted in the absence of such documentation.
7. If the candidate's application is denied, the committee will provide the candidate, in writing, with the specific and categorical reason(s) for their decision as indicated on the ballots at the same time the decision is presented to

the candidate.

8. The candidate may appeal the decision of the Tenure Committee to that body either in writing or in person. If the latter route is selected, members must be present in order to vote or rule on any such appeal. Such appeals may be made on either a substantive or a procedural basis. The pursuit of such an appeal does not preempt any other routes of appeal which may be open to the candidate.
9. When final voting has taken place, a tally of the overall votes shall be made and reported to the candidate, the department, and appropriate CMU authorities and/or bodies charged with passing judgment on the department's recommendation.

IX. Promotion (3/16/86)

A. Criteria

1. Publication. Evidence of the candidate's pursuit of scholarly research as demonstrated by publication in appropriate scholarly media. Two categories of publication will be considered as follows:
 - a. 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.
 - b. Other publications including non-refereed publications, research notes, editorships, book reviews, translations, etc.

"Category one" publications will automatically count toward promotion since they will have undergone an objective evaluation process. "Category two" publications will require rigorous review by each member of the department Promotion Committee for a determination of its scholarly merit and weight. See Procedures below.
2. Teaching Effectiveness. Evidence of the candidate's teaching effectiveness as demonstrated by the following criteria, where appropriate:
 - a. Systematic student and peer evaluations of a formal character which

provide a comparative basis for evaluation.

- b. Non-systematic student and peer evaluations such as may be obtained through student questionnaires, written recommendations, and so forth which do not involve a designated comparison group.
 - c. Other criteria: course syllabi, actual student performance on papers, tests and other written work, and evidence of success of former students in related and subsequent work environments.
3. Professional Growth. Evidence of professional growth as measured by the following criteria:
 - a. The presentation of papers reflecting research and other scholarly activities at the meetings of appropriate scholarly and professional bodies.
 - b. Office-holding or serving as a convener of a panel or professional seminar in an appropriate professional or scholarly organization.
 - c. Other activities such as additional training, skill development, etc.
 4. Institutional Service. Evidence of institutional service as measured by the following criteria:
 - a. Service on department, school, and university committees.
 - b. Extraordinary service in special programs, projects, workshops, clubs, and so forth which are related to the interests of the department, school, or university.

B. Procedures

1. The Department Chair shall notify members of the department of the regular appointment dates for promotion. In the period 4 to 6 weeks before the deadline for promotion, the Chair shall notify all eligible faculty to prepare their credentials for the Promotion Committee's consideration.
2. The Promotion Committee will be comprised of all tenured members of the departmental faculty.
3. Candidates for promotion shall present, with their application, evidence of performance on each of the promotion criteria described above. 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. Prior to voting, Promotion Committee members will meet to assess whether listed "Category one" publications are correctly categorized. If questions of the appropriateness of the categorization are raised at the meeting, they must be resolved by majority vote. Any publication classified by the candidate as "Category one" but which a majority does not accept as "Category one" will be reassigned to "Category two" for further consideration. "Category one" publications, unless reassigned by this process, will be prima facie evidence of the level of performance in "Category one".

If the number of "Category one" publications is not alone sufficient to merit the promotion sought, the committee will then consider "Category two" publications. In such a case, each member of the Promotion Committee will become a referee for the body of work presented in "Category two". Every member of the Promotion Committee must read every item assigned to "Category two" by the candidate or reassigned there by vote of the committee and make a written judgment of the appropriate weight on the "Category two" materials, taking into account their scholarly quality and quantity. The weight of "Category two" materials, taken as a whole, should then be expressed by each member in terms of equivalence to refereed articles. (For instance, some member might regard two research notes and a review essay as equivalent to one refereed article; another member might differ.)

5. In order to be promoted from assistant professor to associate professor, the candidate must have two publications, at least one of which must be a "Category one" publication. The second may be one "equivalent of a refereed article" as explained in 4 above. In order to be promoted from associate to full professor, the candidate must have three publications since the last promotion, at least two of which must be "Category one" publications.

Each member of the Promotion Committee will vote by completing a written evaluation of the candidate on each of the four promotion criteria. Does the candidate fulfill the departmental requirement for promotion on the following:

Publication?	Yes	No
Teaching?	Yes	No
Professional Growth?	Yes	No
Institutional Service?	Yes	No

A ballot will be counted as positive if a candidate receives at least 3 yes votes, 2 of which must be publication and teaching. In order to be recommended for promotion, a candidate must receive a positive vote from a majority of those voting. Ballots will be due in the department office at 5 p.m. on the day

following the promotion meeting, unless an article has been reassigned. In the latter case, up to 3 days may elapse before ballots are due to allow the committee time to read the reassigned publication.

6. In the case of a vote of no in a category, the voter will give a written explanation of the reason(s) for his/her decision on the ballot or attached to the ballot. The vote must be discounted in the absence of such documentation.
7. If the candidate's application is denied, the committee will provide the candidate, in writing, with the specific and categorical reason(s) for their decision as indicated on the ballots at the same time that the decision is presented to the candidate.
8. The candidate may appeal the decision of the Promotion Committee to that body either in writing or in person. If the latter route is selected, members must be present in order to vote or rule on any such appeal. Such appeals may be made on either a substantive or a procedural basis. The pursuit of such an appeal does not preempt any other routes of appeal which may be open to candidates.
9. When final voting has taken place, a tally of the overall votes shall be made and reported to the candidate, the department, and appropriate CMU authorities and/or bodies charged with passing judgment on the department's recommendation.

X. Peer Evaluation Implementation Policy

- A. The department will maintain a "closed system" in which results will be kept confidential.
- B. A trial period of the Academic Year 1978-79 will be selected to test the system:
 1. During the Fall, 1978 semester, "all faculty members" will request peer evaluation of two colleagues of their selection. The evaluators will use the "Peer Evaluation Form" of the department. The evaluators will fill out a form for one of the sections being taught by the person being evaluated. Each evaluator will share his/her observations with the person being evaluated in a conference between the two of them.
 2. During the Winter, 1979 semester, "all faculty members" will receive peer evaluation of two colleagues--one of their own selection and the other chosen randomly by the Chair of the Department. Both evaluators will complete forms for one of the sections for observations on separate days and will in turn have a three-way conference with the person being evaluated.

- C. The person being evaluated will retain the sole copy of the completed peer evaluation forms.
- D. An evaluation session will be set aside for the first departmental meeting in the Fall, and a determination will be made at that time on how to proceed.

XI. Student Evaluation Implementation Policy

- A. The department will maintain an "open system" in which quantitative results will be kept on file in the office of the Chair. Individual faculty members will receive a summary of the performance of "the department as a whole" in addition to their own performance summaries.
- B. Wherever possible, department summaries will include breakdown summaries for all courses. Breakdown summaries would include the following groupings:

Service courses:	PSC 100 PSC 105 (201)
By course level:	PSC 100 level courses (to include 150 and 151) PSC 300 level courses PSC 400 level courses PSC 500 level courses Graduate level courses

By all courses being taught.

- C. The student evaluations will be given on a set date--Monday or Tuesday--of the final week of regular classes prior to exam week. Where this is not possible, as close to these dates as possible will be expected.
- D. The student evaluations will be distributed other than by the instructor in their absence. The evaluation instruments will be distributed and collected by either:
 - 1. Departmental P&A's.
 - 2. Departmental G.A.'s
 - 3. Departmental secretary (or designated assistant approved by the Chair)
 - 4. Student from the class.

Upon receipt of the student surveys, the collector will take care that they are sealed and deposited in the office of the Chair of the Department.

- E. A trial period of the Academic Year 1978-79 will be selected to test the system. During the Fall, 1978 semester, "all faculty members" will use the departmental form; and during the Winter, 1979 semester, "all faculty members" will use the University form.
- F. An evaluation session will be set aside for the first departmental meeting in the Fall, 1979, and a determination made at that time on how to proceed.

XII. Student Representation

Policy Committee report as adopted and amended by the department 9/14/78.

- A. Student representation in the Department of Political Science shall be only by currently enrolled students of Central Michigan University who are either Political Science majors or minors, as herein below defined, and who shall have been elected as representatives through a process of direct, democratic student election.
- B. No student who, at the time of election, has a cumulative grade point average of less than 2.00 on a 4.00 scale shall be eligible for election as a student representative. Students who have not yet earned a grade point average shall also not be eligible for election as representatives.
- C. Only currently enrolled graduate and undergraduate political science majors or minors shall be eligible to vote for student representatives. These students shall be those included on the current fall list of declared majors or minors. Additional students shall be included in the electorate upon presentation of a signed political science major or minor form. The total number of political science majors and minors as defined here shall be termed the "eligible electorate."
- D. The total number of student representatives in the department at any time shall not exceed 1/4 of the voting membership of the department.
- E. Student representatives shall be elected in a direct, democratic election by graduate and undergraduate political science majors or minors casting a number of votes equal to the maximum number of representatives to be elected. Cumulative voting shall not be permitted. This information shall be written on the ballot. In addition to electing the authorized number of representatives, two student alternates shall be designated. The alternates shall be the next two ranking students in the election.
- F. The election of the maximum authorized number of representatives shall be deemed to have occurred only if 15% or more of the total eligible electorate cast ballots in the student representation election. The number of student representatives shall be diminished by one for each 3% of the eligible electorate less than 15% to a minimum of 9%. If less than 9% of the eligible electorate vote in the student representation election, the student receiving the largest number of votes will have been elected.

1. The student representation election shall take place during the month of September. The election shall commence on the fourth Monday, 8 a.m., and extend through the following Friday, 5 p.m. (or as soon thereafter as is practicable). Said election shall take place in the Political Science Department office where a department representative will administer ballots and prevent delay. Each Political Science class shall be dismissed 10 minutes early by the instructor at its meeting on either Tuesday or Wednesday of election week.
 2. At least a two-week prior notice of the election shall be given. During that period, the department shall enter a notice of the election, specifying dates, in the student newspaper, *CMLife*. The department shall also prepare notices of the election for distribution in every political science class and for posting on the department billboard. An address list of the eligible electorate shall be made available to students at this time in the department office.
 3. Any eligible student may enter his/her name in nomination for the student representation election. The period for submitting names for appearance on the departmental ballot shall begin at 8 a.m. on Monday of the week preceding the election and will extend until 5 p.m. the following Thursday.
- G. The term of office of a student representative shall extend until the next annual election, unless diminished by the prior graduation of the student. Should a vacancy occur before the end of the term, such vacancy shall be filled by a student alternate.
- H. Graduate Assistants in the department shall have the power to vote for student representatives and the right to run for the office of student representative. Additionally, graduate assistants not elected as representatives may participate, without voting power, in the departmental meetings and on departmental committees.
- I. The voting power of student representatives shall not extend to personnel questions. Personnel questions include all questions pertaining to appointment, reappointment, administrative appointments within the department, promotions, and tenure.
- J. One student representative will serve on each departmental committee, except the Committees on Tenure and Promotion. Student representatives shall not vote on other ad hoc or permanent committees when the above personnel questions arise.
- K. Student representatives and other students are entitled to interview candidates for faculty positions. Student representatives shall be formally asked to express their opinions to the department on various candidates prior to a departmental decision.

XIII. Summer Teaching Policy (4/7/82)

In making assignments for summer session teaching, preference will be given to those faculty

members who have not had the most recent summer session assignment. If the course does not make, that instructor will not be qualified to offer a course the following year; but he/she will not lose their position in rotation for following years. The Chair and the department should make programmatic decisions in case of equal eligibility. After programmatic considerations in the case of equal eligibility, decisions will be made on a random basis. The department shall decide upon the number of slots from a recommendation of the Policy Committee and the area in which they are to be offered.

XIV. Leaves (1/24/94)

A. Sabbatical Leaves

Policy:

The Department of Political Science fully adheres to established university policies, procedures, and criteria governing sabbatical leaves. In addition, the Department of Political Science has a long established practice of allowing a maximum of two sabbatical leaves in one academic year. Exception to the policy of allowing a maximum of two sabbatical leaves may be granted by a 2/3rds vote of the regular full-time faculty members of the Department voting by secret ballot.

Procedures:

1. 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.
2. The departmental 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.
3. The chairperson is charged to work with faculty who have had proposals "recommended" for approval to establish the best sequence of time to schedule "recommended" proposals.
4. The chairperson will take scheduling feedback from faculty with recommended proposal to the policy committee which will recommend sequencing of leaves to the Department.
5. The departmental full-time regular faculty will receive the recommendation of the policy committee and make a final decision on sequencing leaves at a meeting held at least one week prior to the deadline established for proposals to be submitted to the Dean's office.
6. Holdover proposals previously approved would receive higher priority in

sequencing in the next academic year.

Criteria:

The following criteria should be used at every stage of the procedures established above. These criteria are not ranked and faculty members must use their own weight when judging proposals.

1. "Criteria" established in the Senate Sabbatical Leave policy or F.A. Contract.
2. The academic quality and merit of the proposal.
3. The record of the faculty member in achieving results from previously granted leaves.
4. Timeliness or immediateness of research opportunity for achieving results at the time requested.

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 has been replacement resources available to the Department to meet its instructional programs. As the Dean of Humanities and Social & Behavioral Sciences and Central administration place a high priority on contracts & 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.