

Bylaws of the Department of Political Science University of Pittsburgh

1. Preamble
 - 1.1. The Bylaws of the School of Arts and Sciences require departments to develop, maintain, and distribute to faculty members annually, and translate into practice, a set of Bylaws consistent with Arts and Sciences Bylaws, University Bylaws, and University Policies and Procedures that, at a minimum, address the functions listed below:
 - 1.1.1. Recommendations to the Dean regarding Chair appointments
 - 1.1.2. Conduct of Departmental business
 - 1.1.3. Determination and staffing of undergraduate and graduate curricula and requirements
 - 1.1.4. Departmental planning and its budgetary impacts
 - 1.1.5. Departmental procedures appropriate for faculty processes and actions
 - 1.2. Therefore, to ensure that all members of the Department have a voice in the governance and direction of the Department, the Department adopts the following Bylaws, ratified at the Department meeting of February 3, 2021.
2. Conduct of Department Meetings and Definition of Voting Membership in the Department
 - 2.1. All powers and responsibilities delegated by the University of Pittsburgh to the Department reside in the body of its voting members. The powers and responsibilities of the officers and committees (see Section 4, below) vis-à-vis the Department are delegated to them by the Department, on whose behalf they act, and their decisions and actions are therefore subject to review by the full Department.
 - 2.2. Voting membership of the Department
 - 2.2.1. Except in circumstances where this would not be permitted by University regulations and in the situations described below, the following persons may attend and vote on all issues at faculty meetings:

All tenured, tenure-track and appointment-stream (AS) faculty with primary appointments in the Department, including faculty on temporary leave but not including emeriti. Visiting faculty are not voting members of the Department.

2.2.2. All tenured and tenure track faculty shall vote on the hiring of tenured and tenure track faculty. All voting members of the faculty shall vote on the hiring of appointment-stream (AS) faculty members.

2.2.3. All tenured faculty shall vote on the promotion of tenure-stream faculty from Assistant to Associate Professor, and on the award of rank and tenure to an outside hire at the level of Associate professor. All tenured faculty at the rank of Professor or above shall vote on the promotion of Associates to Full Professor, and on the award of rank and tenure to an outside hire at the level of Full Professor. All tenure-stream, tenured and NTS Lecturer II faculty shall vote on the promotion of appointment-stream Lecturer I faculty.

2.3. Faculty Meetings

2.3.1. Faculty meetings will be scheduled and held as needed.

The Chair will distribute an agenda of items likely to be discussed at the meeting at least three days in advance; additional new business may be introduced by any voting member at the meeting.

2.3.2. A faculty member designated by the Chair shall take minutes at faculty meetings. Minutes of the meeting shall be kept by the Department Administrator and made available to any voting member of the Department upon request.

2.3.3. Minutes of the previous faculty meeting shall be circulated in advance of an upcoming meeting and approved as the first order of business at that meeting.

2.3.4. Although meetings are run by whatever process serves the ends of inclusive discussion, careful deliberation, and informed voting, disputes about procedure shall be resolved by the use of *Robert's Rules of Order* unless the relevant protocol in *Robert's Rules of Order* conflicts with the Department of Political Science By-laws.

2.3.5. All non-personnel issues (aside from amendments to these by-laws, see Section 7 below) are determined by a majority of those present and casting votes. A quorum shall consist of 60% of those faculty members not on leave in a given term. Proxy votes are not permitted.

- 2.3.6. Absentee ballots will be permitted on hiring, tenure and promotion votes so long as the faculty member who is not present becomes familiar with the search/tenure/promotion materials and is provided the minutes of the deliberations of the faculty present at the meeting. Absentee balloting shall be completed within 48 hours after the conclusion of the given faculty meeting, after which time the votes of the faculty shall be tallied and announced.
3. Consultation on major policy issues
 - 3.1. Matters of general Departmental policy, and any particular administrative, procedural, or substantive questions brought before the Department will be determined by the voting membership of the Department as defined in Section 2.2.1, above.
 4. Departmental Duties
 - 4.1. Chair of the Department
 - 4.1.1. The voting members described in 2.2.1, subject to approval by the Dean, elect the Chair. All voting members of the Department are eligible to vote in the election of a Chair, but only tenured faculty members are eligible to serve as Chair. Procedures for selection of the Chair are detailed in Section 6.
 - 4.1.2. The Chair has overall fiduciary responsibility for the Department. The Chair's authority derives from the faculty, but the Chair is also the representative of the Board of Trustees as indicated by Dean Rosenberg's Interpretative Note in the Arts and Sciences Bylaws.

The Chair is thus the chief executive officer of the Department. He or she will be responsible for the administration of the Department and will represent the Department to the administration and the University at large in hiring, in other negotiations, and with student complaints. He or she will exercise jurisdiction over the expenditure of Department funds, subject to advice from the Advisory, Planning and Budget Committee, as described below. The Chair may, at his or her discretion, designate another faculty member to assist in these tasks.
 - 4.1.3. The Chair will appoint the Diversity Director in consultation with the full DEI committee, which will approve the choice by a majority vote.
 - 4.1.4. The other Department officers are to be appointed by the Chair.
 - 4.1.5. The Chair supervises the administrative staff on day-to-day matters.
 - 4.1.6. Duties that the Chair performs jointly with other specific members of the Department are described in the appropriate sections below.

4.1.7. The term of appointment for the Chair is four years. At the conclusion of the four-year term, the voting members of the Department may elect either a different person or the same person for the next four-year term.

4.1.8. The undergraduate and graduate curricula are determined by the Chair in consultation with the members of the Department. The Chair is responsible for determining faculty, graduate, and ancillary teaching assignments, and will consult with other members of the Department as needed to ensure that Departmental needs are met in the areas of graduate teaching, undergraduate teaching, and graduate student training.

4.2. Director of Graduate Studies

4.2.1. The Director of Graduate Studies has overall responsibility for advising those graduate students who have not chosen a dissertation director in their course of study. For advanced graduate students who have chosen a dissertation advisor, that responsibility passes to the individual dissertation advisor.

4.2.2. It is the responsibility of all degree students to consult each term with their graduate advisor or dissertation advisor concerning courses to be taken during the following term, and to review current progress toward the degree. While every effort will be made to accommodate student interests and preferences, the graduate advisor has the authority to exercise judgment as to course load and selection. The Director of Graduate Studies (for less advanced students) or the student's dissertation advisor (for more advanced students) is responsible for knowing the University regulations on graduate study and graduation procedures and certifying to the graduate school that students have met all requirements.

4.2.3. The Director of Graduate Study and the Chair are jointly responsible for ranking applicants for non-Departmental support (such as Mellon fellowships).

4.2.4. The Graduate Director, in consultation with the chair, shall appoint a Graduate Education Committee to consider general matters of curriculum and policies affecting graduate students.

4.3. Director of Graduate Admissions and Career Planning

4.3.1. The Director of Graduate Admissions and Career Planning (DGACP) is responsible for the admission of Ph.D. students in the graduate program, and for providing support toward their planning for the professional job market.

4.3.2. The DGACP leads the admission process to the graduate program with the advice of the Admissions Committee (whose tasks are described under 4.7); ensures the process is fair and timely; leads the recruitment process, including recruitment day; and operates as point of contact for applicants.

4.3.3. Career planning duties include but are not limited to: organizing professionalization workshops for students in the early stages of their studies, preparing students to the academic job market (including providing guidance regarding application materials and timelines), inviting external speakers to address challenges of the job market, prepare practice job talks, and so forth; Career planning support is provided in coordination with students' advisor(s), and is not a substitute for it.

4.4 Director of Undergraduate Studies

4.4.1 The Director of Undergraduate studies is responsible for overseeing the undergraduate program of the Department. These duties include but are not limited to: supervision of advising for undergraduates; evaluation and revision of the undergraduate curriculum as needed; coordination with the chair and staff in creating course schedules; nominating undergraduate students for awards and fellowships; handling questions regarding curriculum policy and undergraduate complaints; and participating in the hiring and evaluation of the Department's NTS faculty members.

4.4.2 The Director of Undergraduate Studies shall appoint, in consultation with the chair, an Undergraduate Committee which will advise the Department on all matters relating to the undergraduate program (see 4.7).

4.5 Diversity Director

4.5.1. The Diversity Director serves as the Chair of the Diversity, Equity, and Inclusion (DEI) Committee and in that role is primarily charged with coordinating the meetings of the committee and ensuring that the committee's charged activities are completed. The Director also serves as an ombudsperson for DEI issues in the Department. The Diversity Director will monitor and review any complaints and concerns about DEI matters and refer them to the Department Chair and, when appropriate, to the full committee.

4.6 Graduate Education Committee (GEC)

4.6.1 The graduate education committee consists of the Director of Graduate Studies and four members of the faculty representing all ranks and appointed jointly by the chair and the DGS. If possible, each subfield

should be represented. The chair is an ex-officio member. The committee's charge is to consult widely and extensively with the entire Department in an effort to ensure that all members have an ample chance to express their views and opinions prior to the presentation of proposals to the full Department. This consultative process should be as transparent as possible and shall be conducted in a manner determined by the DGS.

4.6.2 The GEC vets all proposals for changes to the graduate curriculum, including changes in the departmental core courses and creation or alteration of departmental sub- fields. While each subfield establishes its own requirements and criteria for examination, the GEC should be apprised of all proposed changes and consider, in consultation with the faculty, their implications on other aspects of the program.

4.6.3 The GEC also generates and/or addresses all proposals for changes to the graduate program.

4.7 Undergraduate Committee (UC)

4.7.1. The UC consists of the Director of Undergraduate Studies and four members of the faculty representing all ranks, including AS faculty, and appointed jointly by the chair and the DUS. If possible, each subfield should be represented.

4.7.2. The UC advises the Department on all matters related to the undergraduate program, including selection of winners for departmental awards, curricular issues, assessment, and the approval of new courses (See 4.7.4).

4.7.3. The UC, aside from its AS member(s), shall constitute the Departmental subcommittee that evaluates AS faculty for purposes of contract renewal.

4.7.4. Once each semester, the UC shall meet for the purpose of reviewing new undergraduate course proposals for the Department. Faculty proposing new courses should submit a course description, a sample syllabus, and a rationale for adding the course to the departmental curriculum to the Director of Undergraduate Studies by the end of October (for the Fall meeting) or February (for the Spring meeting). The DUS will review these proposals in advance and request additions or clarifications as needed. Proposals will be evaluated on their academic rigor and their contribution to the curriculum. To be approved, courses should have appropriate levels and amounts of reading and writing; clear assignments, grading standards, and policies; clear statements on academic integrity and on students requesting accommodation for disabilities. Proposals should also demonstrate that they fill, on an ongoing basis, a need in the departmental curriculum (ie, they are not "topics" courses) and that they do not significantly overlap with existing courses.

The UC will discuss and vote on all proposals; a proposal must win 3 votes to be approved. Any course that is not approved will be returned to the sponsoring faculty member with a memo explaining the reasons for the decision and suggesting revisions where appropriate.

4.8 Admissions Committee

4.8.1 The Admissions Committee, chaired by the Director of Graduate Admissions and Career Planning, reviews applications for admission to graduate study and, in consultation with the Chair, makes recommendations about admission and financial aid for incoming graduate students.

4.8.2 The Admissions Committee will include at least three faculty members appointed by the Chair.

4.9 Awards Committee

4.9.1 The Awards Committee, chaired by the Director of Graduate Studies, determines the allocation of financial awards to students beyond their first year of graduate study.

4.9.2 The Awards Committee will include at least three faculty members appointed by the Chair.

4.10 Diversity, Equity, and Inclusion Committee

4.10.1. The Diversity, Equity, and Inclusion (DEI) Committee consists of the Diversity Director, the Department Chair (ex officio), at least five other T/TS/AS faculty members, a staff representative, up to two graduate students, and up to three undergraduate students. Faculty membership is voluntary, and faculty are encouraged to represent all ranks and subfields and to serve multiple years for continuity. The staff will select one representative, and the staff representative will serve as a committee member (not in a support role). Graduate students in the Department will select up to two members. Undergraduate political science majors may be nominated by any department-affiliated student organizations or may self-nominate; if the number of qualified nominees exceeds three, the committee shall choose three representatives by consensus.

4.10.2. The department recognizes that creating and sustaining an inclusive and welcoming scholarly community is foremost a department-wide responsibility. The Committee supports this work in all facets of departmental life, including (but not limited to): recruitment; hiring; retention; mentoring and development of faculty, students, and staff; curriculum and programming; and departmental climate. In coordinating and overseeing diversity and inclusion initiatives in these areas, the committee's role is to advise, educate, and encourage best practices; in

working with other committees and departmental officers the Committee ensures compliance with diversity practices but otherwise does not authorize or vet any departmental or committee action. The Committee is also responsible for overseeing and updating the Department's DEI implementation plan and for preparing an annual report to the Department.

4.10.3. The Full DEI Committee will meet at least once per semester. The fall meeting will set the Committee's agenda for the year, and the Committee will vote on approving an annual report at its spring meeting. The Committee will generally operate by consensus; any member of the committee may propose agenda items for full committee meetings. Votes of a simple majority of the Committee are required to approve the annual report of the committee and to approve the appointment of the Diversity Director. The Committee may establish subcommittees or ad hoc committees as needed (including a Faculty Subcommittee), including in cases where confidentiality is required or to carry out the work between full Committee meetings, but in no case shall the annual report be approved except by the full committee. Any subcommittees will make regular reports to the full committee.

4.11 Planning and Budget Committee and Advisory Committee

4.11.1 The Chair's Advisory Committee, consisting of one representative of each tenured or tenure-stream rank of faculty (Assistant, Associate, and Full Professor) meets annually to review the faculty's self-evaluation reports. It may also meet to advise the chair on other matters, either at the instigation of the chair or any of its members. The Chair's Advisory Committee, with an additional member from the Department's appointment-stream (AS) faculty and an additional member of the staff, will constitute the Department's Planning and Budget Committee.

4.11.2 The Chair is responsible for daily planning decisions, but consults with the Planning and Budget Committee at his or her discretion.

4.11.3 Each rank of faculty shall select its representatives to the Chair's Advisory and Planning and Budget Committee. Terms are three years, staggered so that one new member is selected each year. The initial election will be for the full professor's representative, followed by the associates and then the assistant professors. In case of departure, leave, promotion, or other reasons that keep a representative from continuing, the professors of that rank will elect a substitute to complete the term.

4.12 Technology and Alumni Relations Committee

4.12.1. The Technology and Alumni Relations Committee is responsible for maintaining the Department web site, its computing capabilities, and for

promoting outreach to the Department's undergraduate and graduate alumni.

4.12.2. The Technology and Alumni Relations Committee will include at least three faculty members appointed by the Chair.

5. Procedure for chair selection

5.1. On or around November 15 of the incumbent chair's last year in office, the Department chair shall appoint a full professor to chair a committee with the responsibility of recruiting a new chair (or retaining the incumbent if current chair wishes to serve a second term). This individual shall circulate a memorandum to the entire faculty asking each individual if s/he has *any* interest, even a mild one, in becoming the next Department chair. All individuals indicating total disinterest are eligible candidates for the other two positions on the committee. Any individual indicating even a slight interest in the chair is disqualified from service. The committee chair and Departmental chair shall jointly determine the final composition of this three-member committee.

5.2. The recruitment committee shall offer all members of the Department (who have indicated no interest in chairing the Department), as well as a representative of the staff, an opportunity to speak with the committee. At these meetings, all individuals will be asked to comment on anyone who has expressed an interest in chairing the Department, expressing any favorable and unfavorable opinions. (All conversations shall be considered strictly confidential, and interviewees shall be assured of such confidentiality at the beginning of the discussion.) Individuals will also be asked to rank order the candidates from most to least desirable. On the basis of these appointments, the committee shall determine the aggregate opinion preference of the Department.

5.3. The committee shall then meet individually with all individuals who have expressed an interest in chairing the Department. The discussion will focus on each individual's views of governance. Additionally, each candidate will be apprised of his or her approximate level of support from colleagues. With this information, the candidate can then decide if s/he wants to remain in contention or withdraw from consideration.

5.4. The Department chair shall call a meeting of the entire faculty to discuss and vote upon all remaining candidates. The chair of the recruitment committee shall present the committee's findings to the full Department, focusing on the strengths and weaknesses of the candidates as perceived by colleagues, as well as an approximate level of support for each candidate. Members of the Department shall then have an opportunity to pose questions to the committee. Chair candidates shall not be present for any of this discussion.

- 5.5. Candidates shall then be invited into the room (individually) to present whatever ideas they may have to the Department, followed by a question-and-answer session.
 - 5.6. All voting members of the Department shall then cast anonymous paper ballots, to be collected by the chair of the selection committee. Each ballot will be numbered, with identities known only to the departmental of Administrator and to the Dean of Arts and Sciences.
 - 5.7. The votes will be tabulated by the committee chair and the full Department will be notified of the results as soon as possible.
 - 5.8. At the earliest convenience of the Dean of Arts and Sciences, the chair of the selection committee (accompanied by one or both of the other members) shall meet with the Dean to report and elaborate upon the results of the ballot. At this meeting, the Dean will be informed about the procedures employed and, additionally, about the aggregate opinions about the selected candidate as expressed by colleagues during the interview sessions. The Dean will be given any other information about the process or the outcome that s/he believes to be salient.
 - 5.9. All stages of this procedure shall remain in effect if the incumbent chair is seeking a second term.
6. Procedures for Hiring of New Faculty Members
- 6.1.1. Hiring meeting. There shall be a yearly faculty meeting toward the end of the Spring semester to discuss recruitment priorities for the coming academic year. These decisions will form the basis of the Chair's recruitment requests to the Dean. Absentee ballots will be accepted for votes taken at the recruitment meeting in line with Section 2.3.6 above.
 - 6.1.2. A graduate student representative shall be asked to present the views of the graduate students to the faculty at the Spring recruitment meeting.
 - 6.1.3. Composition of Search Committees. Search committees for tenured and tenure-stream faculty shall be composed of tenured and tenure-stream faculty only; one appointment-stream stream faculty member shall be included on search committees for appointment-stream faculty positions. There shall be one graduate student representative on all search committees for tenured and tenure-stream faculty positions.
 - 6.1.4. Voting process. Voting within search committees shall be limited to tenured, tenure-stream and, where applicable, appointment-stream faculty. Voting for faculty positions shall take place at a meeting following the visits of all candidates for the position and following the canvass of the full faculty and graduate students by the search committee and a graduate student representative. The graduate student representative shall present

the views of the graduate students at the faculty meeting. Voting for all positions shall follow the procedures in Sections 2.2 and 2.3 above.

7. Amendments. These bylaws may be amended with the support of two-thirds of the voting members of the Department. Sufficient notice should be given before meeting to discuss and vote on amendments to these bylaws. Absentee voting on amendments to these bylaws will be permitted following the procedures described in Section 2.3.6.