

Bylaws of the Department of Political Science

These are the current bylaws for the Department of Political Science (DPS). These bylaws were last approved December 12, 2022 by a majority of the applicable voting members of the department and on December 13, 2022 by the College and the Office of Faculty Development and Advancement.¹

Preamble

The Department of Political Science has as its mission excellence in graduate and undergraduate education, research and scholarly publication, and public service to the community and discipline. Being part of a graduate research university, our primary educational mission is to develop the next generation of scholars and researchers. Our achievements should be recognized by the University, the citizens of Florida, and the discipline nationally and internationally.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, department policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, the Faculty Handbook, and the Annual Promotion and Tenure Letter.

B. Bylaws Revision. Any five voting members of the Department may propose an amendment to the Bylaws. A proposed amendment must be made available to the voting membership at least two weeks prior to a departmental meeting. To be adopted, a proposed amendment must receive an affirmative vote by a majority of the voting members present and voting. All voting on proposed amendments must be conducted by secret ballot.

C. Substantive Change Statement. Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <https://sacs.fsu.edu/substantive-change-policy/>.

II. Membership and Voting Rights

A. Faculty Membership.

1. Within the DPS, faculty positions are classified into two categories:
 - a. tenured and tenure-track professorial rank positions (i.e., Professor, Associate Professor and Assistant Professor).

¹ Adopted August 1973; revised September 1985; November 1987; November 1990; April 1994; April 1995; November 1995; March 2011; September 2016; May 2022; December 2022.

- b. non-tenure track faculty consisting of individuals in faculty classifications who are neither tenured nor tenure-earning (specialized faculty).
2. Appointment of affiliated faculty positions in the department must be made with the approval of departmental faculty through a secret ballot.

B. Department Membership. In addition to the faculty defined in II.A above, the following are members of the Department of Political Science: graduate students, postdocs, adjunct instructors, and staff.

C. Faculty Voting Rights.

1. Tenured and tenure-track faculty (i.e., those listed in A.1.a. above) may vote for or serve on the Executive Committee, the Graduate Studies Committee, the Undergraduate Studies Committee, the Promotion and Tenure Committee, and faculty search committees. Faculty in this category also vote on tenured and tenure-track hiring decisions.
2. Full-time specialized faculty may vote in faculty meetings, for the Executive Committee, Faculty Senate, the Department Chair and the Undergraduate Studies Committee. In addition, full-time specialized faculty may sit on specialized faculty search committees if appointed by the Chair. Full-time specialized faculty are not given a vote in hiring tenured or tenure-track faculty, nor do they participate or vote in meetings regarding granting tenure within the department. If the number of full-time specialized faculty ever reaches or exceeds 25% of total department faculty membership, all specialized faculty will elect representatives not to exceed 25% of the total faculty to vote in faculty meetings.
3. If members eligible to vote are not able to attend meetings where votes are to be cast, they are permitted to vote via email, written note, or by designating another voting member to cast their vote by proxy. In case of proxy voting, members must notify the chair of their designee ahead of the vote.

D. Non-faculty Voting Rights.

- a. The faculty may permit representation and voting privileges by graduate students. These representatives are to be selected by the Political Science Graduate Student Association according to rules of the Association.²

III. Department Organization and Governance

A. Faculty Meetings.

1. Faculty meetings shall be held at least once each semester during the nine-

² Currently, three graduate students participate in faculty meetings (one voting; two non-voting).

month academic year. Meetings may be called by the Chair or on written request of five voting members. An agenda shall be submitted by the Chair when notice of the meeting is circulated.

2. Attendance at faculty meetings is open to tenured, tenure-track, full-time specialized faculty, and elected graduate student representatives. Non-elected graduate students, postdocs, adjunct instructors, and staff may attend meetings when invited by the Chair, but they, as well as the elected graduate student representatives, are not allowed to participate in personnel decisions.
3. Meetings shall be conducted in accordance with Robert's Rules of Order, newly revised.
4. A majority of the voting membership shall constitute a quorum, and motions will be decided on by a majority vote via secret ballot.

B. Department Chair.

1. The Chair shall be the chief executive officer of the Department and is responsible to the Dean of the College of Social Sciences and Public Policy and to the faculty of the Department. Only members of the Department who are tenured professorial faculty (i.e., ranks of Professor or Associate Professor) are eligible to be the chief executive officer of the Department. The Chair may act independently on such matters as office management, teaching schedules, and course assignments and shall consult with the proper committees on matters such as appointments, tenure, promotion, salary, curriculum, assignment of teaching and research assistantships, and the allocation of resources.
2. The Chair shall serve at the pleasure of the Dean of the College of Social Sciences and Public Policy. The Department deems the term of the Chair to be three years, but Chairs may serve additional consecutive terms. However, at the end of each three-year appointment, the Dean will consult with the DPS faculty and the Chair regarding the Chair's possible reappointment or the selection of another to serve as Chair.
3. Appointment of the Chair shall be made by the Dean of the College of Social Science and Public Policy in consultation with the DPS faculty. No later than March 1 in the third year of the Chair's term, the Executive Committee will submit a memo to faculty asking for nominations to serve as Chair, and a member of the Executive Committee will be designated by that committee to receive nominations. Nominations will be due within one week of the date of the memo. Once nominations are received, each person nominated will be given one week to indicate if s/he is willing to stand as a candidate for chair. Those not replying or not willing to stand for consideration will have their

names stricken from the list of nominees. Within one additional week, a final list of nominees will be distributed to the faculty and one or more faculty meetings will be set as necessary. At these faculty meetings, the candidates will be asked to appear for the purpose of making a statement and responding to questions. The faculty will then discuss the nominees and vote by secret ballot. The ballot will require faculty to indicate whether each of the nominees is an acceptable or unacceptable candidate for chair and to rank order each candidate (whether acceptable or unacceptable), with 1 being the highest rank. Failure to rank all candidates will invalidate a ballot. The results of the vote and the ballots will be immediately submitted to the Dean.

4. The Chair shall be an ex-officio member of all departmental committees.

C. Department Leadership and Committees.

1. Executive Committee (ExComm)
 - a. Eligibility and Election. The ExComm shall consist of six tenured or tenure-track faculty members and one graduate student. Faculty representatives shall be elected by secret ballot of the voting membership of the faculty. The vote of a majority of those casting ballots is required for election to the committee. For purposes of representation, the number of Professors, Associate Professors, and Assistant Professors shall each be divided equally among the ranks so that each rank has two members.
 - b. Terms of Office. Members from the ranks of Professor and Associate Professor shall serve for terms of two years, beginning in the Fall term of the academic year. The terms of these members shall be staggered so that one member from a rank will be elected each year. Two members from the Assistant Professor rank will be elected each year to serve one year. Members of the ExComm may be reelected to serve consecutive terms. The seat of an ExComm member absent from the University for one or more semesters will be considered vacant, and a new member will be elected to fill the unexpired portion of his term. However, if the ExComm member is absent only for the summer semester the seat will not be deemed vacant. If an ExComm member resigns or retires from the University, the committee position will be considered vacant and a replacement elected to serve the unexpired portion of the term.
 - c. Meetings. The Chair of the Department shall serve as chair of the ExComm and may cast a vote in the event of a tie. Meetings of the ExComm will be held as called by the Chair or as requested by the

membership of the committee. A majority of the membership will constitute a quorum. A tentative agenda for ExComm meetings will be announced to the Committee members and to the general faculty in the minutes of the preceding meeting or by special announcement in advance of the meeting. Reports of the proceedings and decisions of the ExComm will be made promptly to the faculty and graduate students.

- d. Graduate Student Representative. The graduate student representative shall not participate in any discussion of or vote on any motions relating to any faculty personnel matters, including annual faculty evaluations.
- e. Specialized Faculty Participation. At the Chair's discretion, specialized faculty may be invited to ExComm meetings to discuss curriculum, policy changes, or issues particular to specialized faculty. Specialized faculty shall not participate in any discussion of or vote on any motions relating to any tenured or tenure-track faculty personnel matters, including annual evaluations of that portion of the faculty.
- f. Duties. The ExComm shall assist the Chair in implementing Department policies and procedures, including, but not limited to, such matters as recruitment of new faculty and annual faculty evaluations.

2. Undergraduate Studies Committee (UGSC)

- a. Functions. The Committee shall undertake periodic reviews of the undergraduate curriculum in order to assure a balanced and effective program for undergraduate majors, minors, and enrollees in the Department's courses and shall recommend to the departmental faculty for its approval changes in course offerings, in requirements for major and minors, in academic advisement procedures and in other procedures related to the undergraduate curriculum.
- b. The Director of Undergraduate Studies (DUGS) shall serve as the Chair of the UGSC and shall be responsible for overseeing undergraduate academic advisement and course registration. The Department Chair in consultation with the ExComm shall appoint the DUGS.
- c. Membership. The Committee shall consist of the DUGS, faculty members representing the fields within the department, four undergraduate students (two voting, two non-voting) and the Department's Academic Coordinator.

(1) Composition and Selection of Faculty Representatives. The UGSC shall be composed of one representative from each of the Department's undergraduate teaching fields.³ The field representatives are to be elected by the faculty within each designated field for a period of one year and may be re-elected without limitation on terms. Faculty who teach undergraduate courses in more than one field may participate in the voting in each of their fields. Once these faculty representatives have been selected, their names shall be made known to the DUGS not later than the first week of the academic year.

(2) Composition and Selection of Student Representatives. The student members shall be selected from political science majors and from multiple undergraduate class levels. The student members will be selected by the DUGS no later than the third week of each academic year.

3. Graduate Studies Committee (GSC)

a. Decisions regarding all aspects of the graduate program shall be vested in the GSC and shall be carried out consistent with the policies determined by the Department. The GSC shall be composed of the designated area advisors, three graduate students (one voting and two non-voting), and the Director of Graduate Studies serving as Chair of the GSC. Graduate student members of the GSC shall not vote on any matter relating to their own welfare, such as new student admissions, applications for assistantships, and work-load assignments.

b. The Director of Graduate Studies (DGS) is appointed by the Department Chair in consultation with the ExComm. The DGS shall serve as chair of the GSC, recruit graduate students, administer records of graduate students for funding and admission, supervise the advisement of graduate students, and implement the Graduate Studies Committee's policies. The Director shall report periodically to the faculty on the decisions and status of the graduate program. The Director of Graduate Studies is to receive compensation for the time spent on these duties through a decreased teaching load and increased administrative and advising credit.

c. Area Advisors. The GSC shall be composed of one representative from each of the Department's graduate teaching fields.⁴ Area advisors are to be elected by the faculty within each field for a period of one year.

³ Currently, these fields are American Politics, International Relations, Comparative Politics, and Public Policy.

Faculty who teach graduate seminars in more than one field may vote for an area advisor in each of their fields.

D. Faculty Senators. *Describe process to elect Faculty Senators*

1. Eligibility and Election. Elections are held to choose one Faculty Senate representative from the department faculty. Tenured, tenure-track, and specialized faculty may vote in this election. Elections take place by secret ballot, with a plurality of cast ballots being required for election to Representative. The person with the second highest number of votes is designated as Alternate.
2. Terms of Office. The faculty members elected to serve as Faculty Senate Representative and as Alternate shall serve for terms of two years, beginning in the Fall term of the academic year.

E. Faculty Recruitment. *Describe process for recruiting and selecting new faculty and how current faculty are involved*

1. Subfield-specific recruitment. In cases in which a job opening is defined within a specific subfield, all members of that subfield may serve on the search committee if they wish. The department chair shall appoint the chair of the search committee and a faculty member representative from an outside field. The graduate student association will be allowed to appoint a non-voting member of the committee; the student should come from the subfield associated with the search.
2. Non-subfield-specific recruitment. In cases in which a job opening has been defined across multiple subfields, the department chair shall appoint a committee of at least five faculty members to the search committee and will appoint one of these committee members to serve as search committee chair. Representation on the committee should come from across the department's subfields and the faculty ranks. The graduate student association will be allowed to appoint a non-voting member of the committee.

F. Unit Reorganization. *Describe procedure that provides for faculty involvement in unit reorganization*

- a. Reorganization of the department resulting in changes to the major program areas must be approved by a two-thirds majority in a secret ballot vote of faculty

IV. Curriculum

The development and review of curriculum is overseen by the Undergraduate Studies Committee and the Graduate Studies Committee. See sections III.C.2 and III.C.3.

Revisions to the Masters of Applied American Politics and Policy (MAAPP) curriculum related to degree requirements will be forwarded by the Director of the MAAPP program for approval by the Graduate Studies Committee.

V. Annual Evaluation of Faculty on Performance and Merit

A. Peer Involvement in Annual Performance and Merit Evaluation. Each faculty member's performance will be evaluated relative to his or her assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

Substantially Exceeds FSU's High Expectations - This describes a faculty member whose accomplishments during the evaluation period far exceed performance expectations according to his/her assignment of responsibilities. These accomplishments may include the following: highly significant research; exceedingly effective teaching; recognition in one's field of research as evidenced by attaining significant professional achievements, awards, or recognitions; and excellence in service to the department, college, university, discipline, or community

Exceeds FSU's High Expectations - This describes a faculty member whose accomplishments during the evaluation period exceed performance expectations according to her/his assignment of responsibilities. These accomplishments may include the following: significant research activity; highly effective teaching; and highly engaged and effective service to the department, college, university, discipline, or community.

Meets FSU's High Expectations - This describes a faculty member whose accomplishments during the evaluation period meet performance expectations according to his or her assignment of responsibilities. These accomplishments may include the following: research or creative activity; effective teaching; active participation in professional associations; and service to the department, college, university, discipline, or community.

Official Concern - This describes a faculty member who has difficulty in completing assigned responsibilities during the evaluation period in a manner that is consistent with the high standards of the university.

Does Not Meet FSU's High Expectations - This describes a faculty member who fails to meet expectations during the evaluation period according to his/her assignment of responsibilities.

1. The annual evaluation of faculty is performed each spring semester by the ExComm and is based on evidence of research, teaching, and service submitted by faculty from the previous two calendar years.

2. Each member of the ExComm evaluates each faculty member's teaching, research, and service and provides a score from 1 (*Does Not Meet FSU's High Expectations*) to 5 (*Substantially Exceeds FSU's High Expectations*) for each dimension. Those scores are averaged across the five members of the committee and then weighted by the faculty member's Assignment of Responsibility to produce an overall score. The department bases merit salary decisions on the average of the current and previous year's annual evaluations. Members of the ExComm do not evaluate themselves or spouses/partners within the department.
3. At the end of the evaluation process, the ExComm will submit their ratings to the Department Chair. No restrictions exist as to how many faculty members can be placed in any category. Each member of the ExComm will make a summary judgment of each faculty based on the evidence of performance relative to his/her assigned duties and place him/her in one of the categories detailed above in Section V, A. The ExComm's ratings will be submitted as recommendations to the department chair.

B. Criteria for Evaluation of Tenure-track Faculty.

1. **Teaching.** Teaching performance will be evaluated based on the following evidence: courses taught during the previous two-year period, standardized student evaluations, membership on student committees (e.g., undergraduate Honors Theses, Masters Theses, and Doctoral committees), and mentoring graduate and undergraduate student in their research and teaching. With sufficient prior notice, faculty may request that a peer observation of teaching performance can be used for evaluation as well. Syllabi are to be provided for all regular classroom courses during the evaluation period.
2. **Scholarship/Research.** Research performance will be evaluated based on the following items: publications, conference participation, grant activity, and work in progress. According to Department policy, eligible publications, conference participation, and grant activity are limited to the previous two calendar years.
 - a. Only items actually published and appearing in print during that two-year period will be evaluated. Faculty are required to provide copies of the publications. Items accepted for publication but which have not yet appeared in print are not to be included among publications. Faculty may list other research activity as work in progress. However, untenured assistant professors scheduled for third-year review or those being considered for promotion and tenure should submit copies of all relevant research even if it falls before or after the two-year evaluation window. For articles and books that have been

accepted for publication but have not yet appeared, letters from journal editors or book publishers indicating that the items have been accepted for publication shall be included.

- b. The ExComm will scrutinize the quality of publications. Distinctions between journals can be drawn based on reputation, citation rates, whether it is listed in the ISI-database, and whether it is peer-reviewed. In terms of book publishers, important distinctions can be drawn between scholarly and commercial presses versus vanity publications. If a journal or other outlet is not obviously visible to other political scientists, the faculty member is responsible for demonstrating that the journal is peer-reviewed and of good quality or that the book publisher is a quality outlet. Additional information including, but not limited to, circulation figures, citation rates, affiliation with an important professional association, recognized rankings by the discipline or a subfield, and a copy of the journal itself may be provided to the committee.
3. **Service.** Service performance will be evaluated based on a report of the faculty member's service to the department, college, university, discipline, and community.
4. **Administration.** When assigned administrative duties, faculty members' administrative performance will be evaluated based on a report of their administrative performance within the department.

C. Criteria for Evaluation of Specialized Faculty.

1. **Teaching.** Teaching performance will be evaluated based on the following evidence: courses taught during the previous two-year period, standardized student evaluations, membership on student committees (e.g., undergraduate Honors Theses or Masters Theses, if Graduate Faculty Status has been granted), and mentoring graduate and undergraduate student in their research and teaching. With sufficient prior notice, faculty may request that a peer observation of teaching performance be used for evaluation as well. Syllabi are to be provided for all regular classroom courses during the evaluation period.
2. **Scholarship/Research.** Unless research is explicitly denoted as part of their assigned duties, specialized faculty members are not evaluated on research performance. In cases where research is an assigned duty, evaluations will be based on the same criteria listed in V.B.2 above.

3. **Service.** Service performance will be evaluated based on a report of the faculty member's service to the department, college, university, discipline and community.
4. **Administration.** When assigned administrative duties, specialized faculty members' administrative performance will be evaluated based on a report of their administrative performance within the department, college, or university.

D. Differential Faculty Teaching Assignments for Tenured Faculty

1. While the normal teaching load is two courses per semester, higher teaching loads are assigned to tenured faculty whose research productivity is rated to be below "minimally satisfactory." Tenured faculty members who receive an average research score of less than two ("minimally satisfactory") during their annual evaluation for two years in a row shall have their teaching assignment increased to three courses per semester (75% of responsibility) for the next academic year. Faculty who receive a score of less than two for three years in a row will have their teaching load increased to 4 courses per semester (100% of responsibility) for the next academic year.
2. All faculty are evaluated according to their Assignment of Responsibilities and will become eligible for merit salary increases according to their overall score on the annual evaluation. Those with higher teaching loads will be equally eligible for merit salary increases as faculty with research assignments.
3. Faculty who obtain an average research score of two or higher in any subsequent year will return to a 2/2 teaching load the following academic year.
4. Since publishing scholarly research is closely related to effectiveness in training doctoral students, faculty who are placed on a 100% teaching assignment (or a combination of teaching and service) will no longer participate in the doctoral program, which includes teaching doctoral seminars, grading doctoral examinations, serving on doctoral committees and directing dissertations. Faculty serving on a committee when this differential assignment goes into effect will be allowed to complete their terms. An exception will be a faculty member's continued eligibility to teach courses designated only for students in an applied master's program (e.g., the MAAPP program).

E. Structure of Merit Pools

1. Merit pools shall be separated by 1) tenured and tenure-track faculty and 2) specialized faculty. The Chair shall determine merit within these pools.

VI. Promotion and Tenure. Departmental recommendations regarding retention, promotion and tenure follow University-wide policies detailed in the Collective Bargaining Agreement (CBA) and in the Faculty Handbook (FH).

A. Progress Toward Promotion Letter. Each year, every faculty member who is not yet at the highest rank for their position will receive a progress toward promotion letter from the Department Chair that outlines progress toward promotion and/or tenure in accordance with the Faculty Handbook.

B. Third Year Review for Tenure-track Faculty. Tenure-track faculty in their third year of service will receive an evaluation of their progress in meeting the department's expectations for promotion and tenure.

1. Process. When Assistant Professors are in the Spring semester of their third year of tenure-earning employment with FSU, the tenured faculty will meet (as a Promotion and Tenure Committee, see VI.C.1 below) to review their research, teaching, and service accomplishments. In a secret ballot, the tenured faculty will vote to recommend retention or termination. While the decision to retain does not ensure promotion, it does reflect a presumption that the candidate is making sufficient progress toward promotion in three years. If the tenured faculty votes to terminate, the candidate is entitled to a subsequent year of employment, consistent with the regulations in the CBA and FH. Candidates who have successfully completed their third-year review shall be granted a two-course teaching reduction prior to their coming up for promotion and tenure.

C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.

1. Promotion and Tenure Committees (PTC)
 - a. The composition of the department's PTC depends upon the rank of the candidate(s) being evaluated. When evaluating untenured Assistant Professors or specialized faculty, the PTC shall be composed of all tenured faculty at the rank of Associate and Full Professor. When evaluating tenured Associate Professors seeking promotion to the rank of Full Professor, the PTC shall be composed of all tenured Full Professors.
 - b. Evaluating Progress toward Tenure and/or Promotion The respective PTCs will meet annually to evaluate untenured Assistant Professors' progress toward tenure and promotion and Associate Professor's progress toward promotion to Full. By secret ballot, the PTC will be asked to vote on the following questions regarding Assistant Professors who are not yet eligible for tenure and promotion: (1) Is the candidate making sufficient progress toward tenure and promotion? (2) Does the candidate currently have a record that warrants tenure and promotion? When evaluating the progress toward promotion of Associate

Professors, the PTC will be asked to vote by secret ballot on the following questions: (1) Is the candidate making sufficient progress toward promotion to Full Professor? (2) Does the candidate currently have a record that warrants promotion to Full Professor? These votes on these questions are used to inform the Department Chair's Progress Toward Promotion Letter.

- c. Vote on tenure and/or promotion. Faculty who participate on the PTC accept responsibility of reviewing and evaluating all eBinders considered by the committee. Abstentions are limited to situations involving real or perceived conflicts of interest. Absences from campus that result in a failure to ballot during the review process will be recorded as "absent," not as an "abstention." The PTC will vote whether to grant tenure and/or promotion to the eligible candidate. Reasons for negative ballots must be stated in accordance with the official reasons designated by the university and will be forwarded as part of the candidate's eBinder.

D. Criteria for Promotion and Tenure of Tenure-track Faculty. *Describe department-specific criteria for promotion and tenure of tenure-track faculty (beyond university policy).*

1. New Assistant Professors. New Assistant Professors are expected to have the Ph.D. degree prior to appointment. An Assistant Professor who fails to complete the Ph.D. degree may be terminated by the end of his/her first academic year unless the requirements for the degree are completed by January 1st following employment.
2. Standards for Tenure-track Promotions and Tenure. Recommendations for promotion to the rank of Associate Professor or for tenure are based on recognition of demonstrated effectiveness in teaching and service, definite scholarly accomplishments, and recognized standing in the discipline.
3. Promotion to Associate Professor occur within seven years unless an extension of the tenure-earning period has been granted. Recommendation for promotion to the rank of Professor is based on recognition of superior teaching and service, scholarly accomplishments of high quality, and recognized standing in the discipline.
4. No specific number of publications will guarantee tenure and/or promotion to Associate Professor or Professor. The Department's PTC will assess each candidate's research record by considering both quantity and quality of the candidate's scholarly output. Peer-reviewed articles, books reporting original research, funded research grants, and prestigious awards are all indications of research quality that the PTC will consider when determining research

performance. Indicators of quality in peer-reviewed articles typically include the publishing journals' prominence in political science and/or their impact factor. Indicators of quality in books typically include reporting of original research and publication in a highly regarded university press.

E. Criteria for Promotion of Specialized Faculty. Faculty members in non-tenure track positions qualify for promotion to the next higher rank based on satisfying the minimum College and University requirements for that rank and on demonstrated performance above the minimum satisfactory level in her/his areas of assigned duties during at least three years preceding the promotion.

In the specific case of specialized teaching faculty promotions, each faculty member shall be evaluated on the basis of classroom teaching and instruction outside the classroom. Student evaluations and faculty visitation are an integral part of assessing classroom teaching merit. Each faculty member shall be offered the opportunity to present to the promotion and tenure committee any other evidence indicating the quality of his or her instruction, such as preparation of special teaching materials, successful teaching techniques, supervision of theses, honors, and awards. Candidates are expected to be active in Department, College, and/or University committees, student mentoring and the like. Peer dissemination of improved practices in classroom teaching is encouraged but not required for promotion to the next higher rank.