

CU DENVER DEPARTMENT OF POLITICAL SCIENCE BY-LAWS
Approved by Vote of Faculty of the Whole: December 2016

I. FACULTY¹

The faculty of the Department of Political Science includes regular, lecturer, and emeritus faculty members. Faculty participation is critical to the governance of the Department, and input will be sought from all faculty. However, only those persons appointed with titles of *professor*, *associate professor*, *assistant professor*, *professor clinical teaching track (CTT)*, *associate professor CTT*, *assistant professor CTT*, *senior instructor*, and *instructor*, who serve on appointments totaling fifty percent or more to the Department, are eligible to vote on departmental governance matters (these are the faculty to which the term *regular faculty*, as used in this document, refers). Faculty with the titles of *professor*, *associate professor*, and *assistant professor* are eligible to vote on all matters in the Department; those with the title of *senior instructor*, *instructor*, *assistant professor CTT*, *associate professor CTT*, and *professor CTT* may vote on all matters, except for those matters prohibited by regental rule. The Department makes a variety of lecturer appointments to cover specific teaching needs. These faculty will be consulted, as appropriate, in areas related to their contributions to the Department. Lecturer faculty are not expected to participate in governance. Appointment as an emeritus faculty member recognizes retired faculty members who have given long leadership and service to the University, and many such faculty give continuing valuable leadership and service to the University even after their retirement. Such continued involvement with the Department as may be negotiated with the Department Chair is welcomed, but emeritus faculty do not vote on Departmental governance matters.

II. DEPARTMENTAL ADMINISTRATION AND DECISION MAKING

A. Department Chair

1. The Department Chair is appointed as follows. A Chair nominating process is carried out by the faculty of the Department, through deliberative Departmental meetings in which all vote-eligible faculty may participate and vote (see Part I for vote eligibility). The Department then nominates finalist(s) to the Dean. If the Dean concurs, then the Dean forwards the nomination to the Provost. The Chancellor will make the final appointment upon recommendation by the Provost.
2. The Chair of the Department will be a tenured member in the Department or, if selected from outside the University, have qualifications sufficient to be appointed to a faculty position with tenure.

¹ Faculty titles may change by July 2020 as a result of pending University of Colorado system policy updates.
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 Approved by the Dean, College of Liberal Arts and Science in 2017
 Approved by CU Denver Legal August 24, 2017
 Approved by the Provost on July 31, 2019

3. The Chair will be responsible for providing intellectual leadership toward achievement of the highest possible level of excellence in the teaching, research, and leadership and service areas of the Department and has general administrative responsibility for the Department and its programs. Her/his specific responsibilities are detailed in [Administrative Policy Statement 1026 Roles and Responsibilities of Department Chairs](#).

B. Departmental Decision Making

Policy and program decisions are made by the Department faculty and by the Chair. The Chair makes decisions on Department policies and programs after consultation with the faculty. Whenever practical, such consultation will include discussion at a faculty meeting. Underlying all consultation is the principle that matters of greatest importance should receive the widest consultation. Matters of less general importance should be resolved with the persons most affected by the decision.

1. **Process.** Faculty meetings will operate generally on the basis of consensus. At any time, any faculty member or the Chair may call for a formal vote or ask to enact *Roberts' Rules of Order* to deal with an issue. The Department will operate with the presumption favoring simple majority rule on all matters.
2. **Format.** Faculty meetings will be held at least two times each semester (except for summer). A schedule of regular faculty meetings will be distributed by the Chair at the start of each semester. The Chair may call additional meetings as necessary, or additional meetings will be scheduled on the call of a minimum of one third of the regular faculty. The Chair prepares the agenda for faculty meetings and provides the opportunity for faculty members to add agenda items. The presence of 50 percent of the faculty constitutes a quorum. Faculty on sabbatical leave, transitional appointment, or leave of absence will not count in the calculation of the quorum.

C. Departmental Faculty Positions

The following faculty positions are appointed annually by the Chair, in consultation with the faculty, for one-year, renewable terms. Course releases should be granted for these positions.

1. Undergraduate Advisor: Advises students on major and minor requirements and certifies students for graduation.
2. Graduate Advisor: Serves as graduate advisor and coordinates the graduate functions of the Department.

III. COMMITTEES AND DEPARTMENT WORKING STRUCTURE

- A. The Department shall organize such faculty committees as are necessary, such as a curriculum review committee, a committee to evaluate the research, scholarly/creative work, teaching and leadership and service of a Department member up for reappointment, tenure or promotion (RTP), a post-tenure review committee, a recruitment committee to organize a faculty search, and appeals/grievance committees (e.g., student grievance advisory committee, faculty grievance committee).
- B. Committees will be created by the Department Chair (and confirmed at a Department faculty meeting, or confirmed by polling of all vote-eligible Department members when a faculty meeting is not scheduled before the committee needs to begin its work), OR Committees will be created and voted upon during scheduled faculty meetings.
- C. The Department has only one standing faculty committee. In a spring semester faculty department meeting preceding the beginning of annual departmental merit review processes, the Department shall constitute a three person Departmental Personnel Committee. The Departmental Chair is not eligible to serve on this committee. This committee shall serve as the annual merit review committee for the Department Chair. The charge of this committee is also to serve as the grievance committee should any faculty member wish to appeal his or her annual merit review evaluation, following merit review meetings between the Chair and the affected faculty member. Procedures for merit review grievances are discussed below, in section V and will follow guidance contained in [Campus Administrative Policy 1006 Faculty Compensation](#), section G. If the faculty member raising a merit review grievance is also on the Personnel Committee, he or she will not be eligible to participate in Committee deliberations regarding his or her own case.
- D. All Department faculty with the rank of Associate Professor or Full Professor shall be eligible to serve on RTP committees.
- E. Except for when prohibited by College or University rule, vote-eligible membership on all other committees will be open to all rostered faculty members in the department, at any academic rank.
- F. When formal committee votes are necessary, committees will operate by majority rule. Any committee decision, upon the request of a single faculty member, can be reviewed and voted on again by the entire faculty at a formal faculty meeting. Majority rule will govern all faculty meeting votes.

IV. FACULTY DUTIES AND RESPONSIBILITIES

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Each faculty member in the Department is expected to perform over a full range of instructional, research, scholarly/creative work and leadership and service responsibilities.

- A. Instructional Activity: The duties of all faculty include the teaching of formal courses. The normal teaching assignment for tenured and tenure-track professors is four formal courses in a two-semester academic year subject to approval of the Chair and Dean. Clinical Teaching Track faculty and Instructors have higher course-loads, as determined by college and university rules. In addition to formal course instruction, faculty members are expected to provide support across a reasonable range of other instructional activities, including: directing undergraduate and graduate student independent studies, directing theses, working with students on Latin honors projects, and developing curricular materials.
- B. Research, Scholarly/Creative Activity: All tenure-track, tenured and clinical teaching track faculty members are expected to be regularly engaged in scholarly activity, at a level and rate appropriate to their contractual research responsibilities. For most, this will result in a steady rate of convention presentation and published work in high-quality, peer-reviewed outlets.
- C. Leadership and Service Activity: All faculty members are expected to participate in the governance of the Department in accordance with their appointment, including leadership and service on Department committees. Contributions to College and University committees and governance also are important as is leadership and service to academic and professional organizations and community organizations.

V. ANNUAL MERIT EVALUATION

- A. All Department faculty with the titles of *professor*, *associate professor*, *assistant professor*, *professor clinical teaching track (CTT)*, *associate professor CTT*, *assistant professor CTT*, *senior instructor*, or *instructor* will receive an annual merit evaluation and annual performance rating (i.e., *fails to meet expectations*, *below expectations*, *meeting expectations*, *exceeding expectations* or *outstanding*), in accordance with university policy.
- B. The annual merit evaluation and assignment of a performance rating for each faculty member will be completed by the Chair of the Department, who will consider each faculty member's annual Faculty Report of Professional Activities, in discussion with each faculty member.
- C. Merit review of the Chair shall be completed by the Personnel Committee, described above in section III.

- D. The criteria to be applied during annual merit review processes are included in Appendix 4.
- E. If any faculty member wishes to formally dispute his or her annual merit evaluation, the Department personnel committee described in section III.C shall conduct a review. The committee will review material presented by the disputant and the Chair and will have authority to assign the final departmental performance rating in the disputant's case. The disputant retains the right to take his/her disagreement regarding the annual merit evaluation to the Dean's Advisory Committee for Faculty Personnel Decisions. If the Chair wishes to dispute his or her annual merit evaluation, the case will be referred to the Dean's Advisory Committee for Faculty Personnel Decisions, without further departmental review.

VI. MISCONDUCT IN RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES

The Department of Political Science is committed to excellence in our research, scholarship, and creative activities and conducts these activities according to the highest ethical standards of honesty and integrity. This commitment extends to all members of the Department and is embodied in all aspects of our work. Through the conduct of our University work, we maintain an environment that fosters adherence to these ethical standards and provides avenues to respond to any deviation from these standards.

Allegations of misconduct in research, scholarship, and creative activities may be reported by any department faculty member to the designated CU Denver Campus Research Integrity Officer, in accordance with CLAS policies on misconduct in research, scholarship and creative activities. Alternatively, a department faculty member may submit a written allegation of misconduct in research, scholarship or creative activities to the Department chair.

Upon receiving any such allegation, the Chair of the Department will forward the written allegation to the designated CU Denver Campus Research Integrity Officer.

Following notification of the Campus Research Integrity Officer, established CLAS policies for handling allegations of misconduct in research, scholarship and creative activities will govern the resolution of the case.

VII. STUDENT GRIEVANCE PROCEDURE

The Department of Political Science Grievance Procedure is intended to provide a department-level process for the review of faculty decisions and actions, and/or the resolution of disputes between students and department faculty. The objective of this Student Grievance Policy and Procedure is to provide students with a mechanism to request a review of faculty decisions and actions within the Department. There are a number of policies within the College and the University of Colorado Denver that

address specific concerns, and it is important that matters governed by these policies be referred to the appropriate college or university office or individual. For example, disability grievances are addressed by established CU Denver disability resource and grievance policies, while the CU Denver Office of Equity coordinates policy and helps address student grievances regarding such subjects as race and gender discrimination and reporting and resolution of harassment and discrimination. Other student concerns may relate to the Academic Honor and Conduct Code, or to grade grievances, and should be raised in accordance with existing CLAS policy and procedures governing such grievances.

The Student Grievance Policy outlined below is designed to provide a departmental-level grievance process, while acknowledging that student grievances on all matters are ultimately governed by existing CLAS policies and procedures.

- A. The first step for students in dealing with a perceived problem is to talk with the faculty member about the problem, in an effort to resolve the issue productively between student and faculty member. This dialogue should occur within 30 calendar days of any specifically alleged incident. If the issue between the faculty member and student cannot be resolved, the student may advance the issue to the Department Chair.
- B. Upon receiving report of a student grievance, the Department Chair will adhere to all mandatory reporting requirements to other university offices, if appropriate.
- C. Following the student grievance report, the Department Chair will meet with the involved faculty member within 10 days of the student grievance, to discuss the case.
- D. If deemed appropriate, the Chair will facilitate a subsequent meeting between the student, the affected faculty member, and the Chair, to seek resolution of the matter, with the meeting to occur within 21 days of the initial student complaint. If not appropriate, the Chair may propose other courses of action to the student and the affected faculty member.
- E. If the problem is resolved through informal discussion and meetings described here, and if the student grievance does not mandate further reporting to other university officials, no further action is required.
- F. If the student, faculty member, and chair do not resolve the problem presented, then the student may wish to file a formal grievance, in accordance with established CLAS and CU Denver grievance policies relevant to the nature of the grievance. The Department Chair will provide advice to the student regarding how to begin such a formal grievance procedure.

- G. In cases of grievance against the Department Chair that cannot be resolved through direct discussion between the student and the Department Chair, students should consult and adhere to formal CU Denver and CLAS grievance procedures.

VIII. POLITICAL SCIENCE PRIMARY UNIT CRITERIA AND PROCEDURES FOR TENURE, PROMOTION AND COMPREHENSIVE REVIEW

- A. For Tenure-Track and Tenured faculty (see Appendix 1)
- B. For Clinical Teaching Track faculty (see Appendix 2)
- C. Procedure for selection of external reviewers for tenure, promotion and comprehensive review (See Appendix 3)

VII. AMENDMENT OF BY-LAWS

The by-laws may be amended upon written notice of two weeks when classes are in session. A two-thirds vote of the faculty of the Department is required to amend the by-laws.