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## DEPARTMENT OF POLITICAL SCIENCE

### ORGANIZATIONAL STRUCTURE AND RULES OF PROCEDURE

(Revised as of November 2019)

#### INTRODUCTION

All department rules are subordinate to the those set forth in the Governing Regulations (GRs), the Administrative Regulations (ARs) and the University Senate Rules (USRs), including those enacted after the adoption of these rules. Every effort has been made to keep the departmental rules consistent with the GRs, ARs, and USRs and any rules that are inconsistent are invalid.

These rules were revised and codified by the Department in November 2019.

#### I. The Faculty

- A. The faculty consists of the Chair and all University of Kentucky Faculty who hold the rank of Professor, Associate Professor or Assistant Professor in the Department of Political Science. In addition, the Department may extend membership in the faculty, with or without voting privileges, to any person affiliated with the University of Kentucky who adds to the expertise of the Department; however, this membership lapses after five years if it is not renewed.
- B. The Associate Chair is the second-highest level administrative officer in the Department of Political Science, serving both the Chair and departmental faculty members and staff in various capacities. The Associate Chair may also engage in oversight with the Chair over departmental budget matters as deemed appropriate by the chair. As part of the administrative staff, the Associate Chair will serve as a member of the Department's Planning/Executive Committee. The Associate Chair will serve in a number of advisory roles, including: sharing with Chair responsibilities for responding to informational inquiries from outside sources (e.g., other Departments, state agencies, college or university administrative staff); and may participate in resolving student grievances and appeals relating to faculty or TA grading, absence policy or other policies and issues. The Associate Chair may be called upon to represent the Department or Chair in: signing documents when the Chair is unavailable; attending the Dean's Council of Chairs meeting when Chair is unable to attend; and participating in honorary dinners, college events, and other College or University functions in lieu of the Chair. The Associate Chair is selected by the College Dean on the advice and recommendation of the departmental Chair. Appointment to this position is normally for the duration of the Chair's term of office or by agreement between the Chair and Associate Chair. The Associate Chair is responsible for drafting the department's teaching schedule and for coordinating with college/university staff until the schedule is completed and approved. The Associate Chair will coordinate with the DUS and DGS as appropriate in formulating the schedule, making an honest effort to balance departmental needs with undergraduate/graduate priorities.

#### II. The Departmental Meeting

- A. The Departmental Meeting has the responsibility for making educational policy, consulting collectively with the Chair on recruitment of new faculty members, and amending the Organizational Structure and Rules of Procedure (this document). It may also advise the Chair collectively on matters of departmental administration and on such other matters as the Chair may bring to its attention.
- B. Voting members of the Department Meeting shall consist of all members of the faculty as defined in section I-A.
- C. Departmental Meetings shall be called by the Chair as business necessitates, but not less than once a semester. A meeting also shall be called upon request of five voting members with said request setting forth one or more agenda items for the meeting to consider. A specific agenda, including the time and place of the meeting, must be posted and/or circulated at least two working days in advance of department meetings. The chair retains the right to control meeting agenda items; however, the chair must include agenda item(s) if requested by at least three members of the faculty.
- D. The Chair shall preside over all meetings except as he or she may delegate this function. The Departmental Meeting shall elect a secretary at the first meeting of each academic year to keep the minutes for the subsequent academic year; or, the chair may assign this duty to the Department Manager. Copies of the minutes shall be circulated to all members of the Departmental Meeting, submitted for approval at a subsequent faculty meeting, and be kept on file electronically or in the department office.
- E. A quorum for action at the Departmental Meetings shall be 50 per cent of the faculty. Unless otherwise stated, support of a majority of those voting is necessary for the Departmental Meeting to take official action (i.e., 'yes' votes must outnumber 'no' votes, ignoring abstentions). The Departmental Meeting may authorize an electronic referendum of the entire faculty rather than take official action on an item while the meeting is in session. However, the results of any electronic referendum must be reported in the official minutes of the next faculty meeting.
- F. The Departmental Meeting shall be open in accordance with the Kentucky Open Meetings Law. In those personnel matters where the law permits the meeting to go into executive session, the meeting may be closed upon a majority vote.

### III. Student Organizations

- A. The Graduate Student Association shall consist of all full time graduate students.

### IV. Departmental Committees

- A. The committees listed in this section are the standing committees of the Department. Except as otherwise noted, the membership of all standing committees shall consist of Political Science faculty members appointed by the Department Chair and shall serve for one academic year. The Department Chair is an ex officio member of all standing committees.

1. The Graduate Program Committee.

- a. The Graduate Program Committee shall be chaired by the Director of Graduate Studies (DGS) and, in addition to its faculty members, may contain one graduate student with voting rights. It shall be responsible for making recommendations to the Departmental Meeting concerning the establishment, alteration, or deletion of graduate courses. It shall also share responsibility with the Undergraduate Program Committee for recommending to the Departmental Meeting the establishment, alteration, deletion of 500-level courses. It shall further be responsible for making recommendations to the Departmental Meeting for the establishment, alteration, or deletion of requirements for the M.A. and Ph.D. degrees.
- b. The Graduate Program Committee shall review applications for admission to the graduate program and recommend to the DGS whether applicants be admitted or rejected. It shall also (without the graduate student member, if any) review applications for assistantships and fellowships and recommend to the DGS. Should a current student reapplying for financial aid not receive an award, he or she is entitled to an appeal. The Departmental Chair shall appoint a review committee for each appeal. The review committee shall examine the evidence and present its findings to the Chair. Should the financial aid committee and the review committee disagree, the final disposition of the case shall lie with the Department Chair.

2. The Undergraduate Program Committee.

The Undergraduate Program Committee shall be chaired by the Director of Undergraduate Studies and, in addition to its faculty members, may contain one student with voting rights. It shall be responsible for recommending to the Department Meeting the establishment, alteration, and deletion of undergraduate courses, except that in the case of 500-level courses this responsibility is shared with the Graduate Program Committee. Additionally, it shall have the responsibility for recommending to the Departmental Meeting changes concerning undergraduate advising policies or changes in any other component of the undergraduate program not specifically assigned to another committee.

3. The Executive Committee.

This committee shall be composed of the Chair, Associate Chair, Director of Graduate Studies, the Director of Undergraduate Studies, and one or more additional members of the faculty. This committee shall be responsible for advising the Chair and the Department on all matters pertaining to departmental planning. It shall also be responsible for developing materials necessary for periodic departmental self-studies, the follow-up to external reviews, approval of self-author texts to be assigned to courses, and any related matters that the Chair or the Departmental Meeting might refer to it.

4. Colloquium Committee.

This committee shall consist of one or more faculty members and may contain one graduate student with voting rights. Each year it shall establish and supervise a Departmental Colloquium Program including the securing of outside speakers if financially feasible.

B. The Faculty Merit Evaluation Review (FMER) Committee.

The FMER Committee is composed of three tenured members of the faculty elected by the Departmental Meeting. This election shall occur at the first department meeting of the academic year. The FMER Committee is responsible for evaluating the FMER forms of each faculty member under merit review that year and recommending numerical ratings to the Chair. However, the Chair has the final determination of the ratings submitted to the Dean in accordance with the ARs.

C. Ad hoc committees may be established by the Chair or the Departmental Meeting. While membership shall be determined by the Chair, the Departmental Meeting may establish parameters for membership on committees that it creates.

V. Procedures for New Appointments

- A. Ultimate responsibility for recommending new appointments to the Dean is vested in the Chair. Prior to forwarding such a recommendation, the procedures set forth below shall be followed, but the results that stem there from are advisory to, and not binding upon, the Chair.
- B. When a regular vacancy occurs, the Departmental Meeting shall determine, through a specific motion, the research and teaching areas in which recruitment shall be pursued. When a Departmental Meeting is not feasible, an electronic referendum of all faculty may be used.
- C. The Chair shall appoint a Search Committee to seek out and screen applicants for vacant positions. The Committee may include one student. After considering applications, the Search Committee shall recommend inviting applicants to campus as time and resources permit. This recommendation shall be voted upon by the Departmental Meeting or, when such a meeting is not feasible, an electronic referendum of all faculty may be used.
- D. After candidates have been interviewed, the Departmental Meeting shall discuss the candidates and make recommendations to the Chair about whom to appoint to the vacant position. If a Departmental Meeting is not feasible, an electronic referendum of all faculty may be used.
- E. Members not in attendance at Departmental Meetings considering recommendations about interview invitations or new appointments may cast proxy votes on personnel matters. Such proxies must be in writing or via email and transmitted to the Chair prior to or during a Departmental Meeting.

VI. Procedures for Appointment, Reappointment, Promotion and Tenure

- A. All new faculty members in the department shall receive a copy of the department's guidelines for promotion and tenure during the first semester of their service.
- B. Department procedures for Appointment, Reappointment, Promotion and Tenure will follow AR 2:1-1 and any other guidelines set forth by the University or College.

#### VII. Miscellaneous

- A. The Chair shall be responsible for making budget requests to the Dean and for making such adjustments in the current budget as deemed necessary. The Chair shall describe and discuss the annual budget to the Department Meeting at the first meeting of each academic year and shall consult with the Executive Committee and/or appropriate faculty in preparing the following year's budget request.

#### VIII. Amendments

- A. Amendments to the Organizational Structure and Rules of Procedure may be proposed by the Chair or by any member of the faculty and must be included as a specific item or set of items on a Departmental Meeting agenda before being brought up for a vote. A majority of all members of the faculty (not just of those present at a given Departmental Meeting) is necessary to adopt a proposed amendment. However, members of the faculty who are on leave and unavailable to attend the faculty meeting do not count when determining whether majority support has been obtained.
- B. No amendment may contravene the GRs, the ARs or the USRs.