UNIVERSITY OF ILLINOIS AT CHICAGO

DEPARTMENT OF POLITICAL SCIENCE BY-LAWS

Adopted Nov.9, 1994. Amended Sept. 3, 1998
Amended May 2, 2001, Amended Oct. 23, 2007
Amended Sept _, 2018, Amended Dec. 3, 2021

Article I: The Department

Section 1 Membership and Voting

(a) Members of the Department shall include all members of the faculty of Political Science, full and part time, visiting and regular; all graduate students in Political Science and the Political Science specialization in Public Policy Analysis; all undergraduate majors in Political Science; all non instructional Department staff. All members shall be accorded full privileges of debate at meetings of the Department, except on those occasions when the voting members of the Department shall deem their participation inappropriate.

(b) Voting members of the Department shall include all members of the faculty of Political Science, as defined in University statues, who are tenured or receiving probationary credit toward tenure or are clinical teaching faculty and who are teaching at least 25 percent time in the Department in the current year.

Section 2 Powers

The Department shall control matters of general educational policy. The term "general educational policy" shall be construed broadly to permit maximum control of Department policy by the voting members of the Department. It shall include, but not necessarily be limited to, curriculum requirements, course additions or deletions, recruitment of faculty, Department honors, and relations with other units of the University of Illinois. The Department shall participate in the selection of the Departmental Executive Officer in the manner stipulated by the University Statutes.

Section 3 Meetings

(a) A quorum shall consist of a simple majority of the voting members of the Department.

(b) A quorum being present, all decisions shall be made by a simple majority of votes cast, except for motions to amend these By-Laws, which shall require a majority of all voting members of the Department, and motions to recruit new Department faculty members shall require 3/5 of votes cast by members of the faculty of Political Science, as defined in University statutes, who are tenured or receiving probationary credit toward tenure. Voting shall generally be by secret ballot cast in person, by ballot cast *in absentia* (when an absent voting member of the Department instructs another voting member to cast a particular vote on his/her behalf), or by proxy (when a voting member of the Department transfers his/her vote to another voting member without instructing him/her how to vote). With unanimous consent of those present and voting,

votes may also be taken by a show of hands. Authorizations for *in absentia* ballots and proxy voting must be communicated prior to the vote, either on paper or by e-mail. For votes on Promotion and Tenure, proxies shall not be allowed; *in absentia* ballots may be cast by eligible Department faculty members who are familiar with the candidate's work and familiar with departmental and college norms regarding Promotion and Tenure.

(c) Meetings of the Department shall be called by the Executive Officer at least each semester, or by the Executive Officer upon receipt of written request signed by at least twenty-five percent (25%) of the voting members, or by a majority of the members of the Advisory Committee. A notice of meeting shall be placed in each voting member's mailbox at least seven (7) calendar days before the date of meeting and shall include the agenda. It shall also be posted in the Departmental office.

(d) Minutes of Departmental meetings shall be kept by a person designated by the Executive Officer. A summary of decisions made shall be circulated to all voting members within seven (7) calendar days following the meeting and the full minutes shall be available in the Department office.

Article II: The Executive Officer

Section 1 Role

The Executive Officer of The Department shall be the Head.

Section 2 Selection

(a) The Head shall be selected in accordance with Article IV, Sec. 3a of the University Statutes.

(b) For purposes of advising the Dean regarding the retention of the Head, the senior member of the Advisory Committee shall solicit faculty comments and chair Advisory Committee deliberations.

Section 3 Duties

Duties of the head shall include the following:

(a) To convene and chair Departmental and Advisory Committee meetings.

(b) To prepare and execute, with the collaboration of the Advisory Committee, the annual Department budget.

(c) To serve as chairperson of the Promotion and Tenure Committee and, as appropriate, prepare promotion and tenure papers for submission to the Dean of the College.

(d) To conduct recruiting efforts for new faculty in accordance with the direction of the Department and with the assistance of the Advisory Committee. The Head may, as appropriate, make temporary appointments to the faculty with the advice and consent of the Advisory

Committee.

(e) To coordinate and direct the teaching and research responsibilities of the Department, including the preparation of semester class schedules as required by the College and University.

(f) To prepare and submit all reports as required by University officers.

(g) To prepare the Summer Session budget and recommend appointment of Summer Session faculty with the collaboration of the Advisory Committee.

(h) To coordinate and supervise the work of the non-instructional staff of the Department.

(i) To appoint the members of Department committees (except as provide otherwise in these By-Laws) and Departmental representatives to external units (except as provided otherwise in the By-Laws of the College of Liberal Arts and Sciences or in the University Statutes), with the collaboration of the Advisory Committee.

(j) To perform such other duties as may be required by University Statues and/or determined by the Department.

Article III: The Advisory Committee

Section 1 Composition and Selection

(a) The Advisory Committee shall consist of seven elected members of the faculty of Political Science, who are tenured or receiving probationary credit toward tenure or clinical professors (faculty?), and the Department Head, who shall preside. The Associate Department Head, the Director of Graduate Studies, and the Director of Undergraduate Studies shall serve *ex officio* as non-voting members of the Advisory Committee, but shall not participate in discussions of recommended raises for faculty members.

(b) The members shall be elected each year during the first two (2) weeks of the Fall Semester.

(c) The election procedure shall be as follows: each tenured or tenure track or clinical faculty member shall be given a list of all faculty of his/her rank (except the Head). Instructors shall appear on the list of Assistant Professors. Clinical professors of all ranks shall appear on one list. Each faculty member shall vote for one (1) name on his/her list The person on each list with a plurality of votes is elected. An additional list shall then be prepared containing the names of all remaining faculty (except the Head). This list shall be distributed to all voting members. Each voting member shall then vote for three (3) names on the list. The three persons receiving the largest number of votes are elected.

(d) At-large vacancies on the Advisory Committee shall be filled by vote of all voting members of the Department. Vacancies for positions representing one rank shall be filled by vote of all voting members of the Department of that rank.

Section 2 Duties

In cooperation with the Head, the Committee shall:

(a) Prepare the annual Department budget, including recommendations on salary increases for individual faculty members.

(b) Recommend to the Department policy in the following areas: curriculum, recruitment, salary, tenure and promotion.

(c) Develop such other policies as the Department shall direct.

(d) Recommend to the Department the establishment of such other committees as may be appropriate.

Section 3 Meetings

Meetings of the Advisory Committee shall be called by the Head, or by any two members thereof. Within seven (7) days after each meeting of the Advisory Committee, the Head shall circulate to the Department minutes of the meeting, including a listing of all topics discussed and actions taken. The members of the advisory committee may also meet without the head to discuss faculty concerns or the consider proposals which they might wish to bring directly to the department.

Article IV: Standing Committees

Section 1 Composition

In addition to the Advisory Committee there shall be four standing committees: the Graduate Committee; the Undergraduate Committee; the Promotion and Tenure Committee; and the Diversity, Equity, and Inclusion Committee (DEI Committee). Members of the Graduate and Undergraduate committees shall be appointed at the beginning of each academic year by the head with the collaboration of the Advisory Committee. The Promotion and Tenure Committee shall consist of all tenured members of the faculty. The Diversity, Equity, and Inclusion (DEI) Committee shall consist of five members appointed at the beginning of each academic year with the collaboration of the Advisory Committee. The DEI committee will include a minimum of three members of the faculty (tenure track and/or clinical faculty); one graduate student; and one undergraduate student; and shall also include as *ex officio* members the Department Head, Director of Graduate Studies, Director of Undergraduate Studies, and the full-time academic staff of the department. Ex officio members will participate at will or as requested by the DEI Committee Chair.

Section 2 Chairpersons and Duties

(a) The Graduate Committee shall be chaired by a Director of Graduate Studies, who shall be a permanent member of the Graduate Faculty, and who shall be nominated for a two (2) year term by the Head, with the advice and consent of the Advisory Committee. The Graduate Committee and the Director of Graduate Studies shall implement policies set by the Advisory Committee

and the Department with regard to all graduate programs, and to recommend to the Department and the Advisory Committee such other policies as may be appropriate.

(b) The Undergraduate Committee shall be chaired by a Director of Undergraduate Studies, who shall be appointed for a two (2) year term by the Head, with the advice and consent of the Advisory Committee. The Undergraduate Committee and the Director of Undergraduate Studies shall implement policies set by the Advisory Committee and the Department, and recommend to the Department and the Advisory Committee such other policies as may be appropriate.

(c) The Promotion and Tenure Committee shall be chaired by the Department head. The Head shall appoint, in consultation with the person(s) under review, and with the advice and consent of the Advisory Committee, sub-committees of the Promotion and Tenure Committee. Such sub-committees shall function as the personnel committees specified in the Departmental Statement on Promotion and Tenure.

(d) The Diversity, Equity, and Inclusion Committee Chair shall be chosen by the Department Head from among the three faculty members, with the advice and consent of the Advisory Committee. The duties of the DEI committee shall include promoting diversity, equity, and inclusion in the Political Science Department; fostering an environment of respect and inclusion for all members of our community, including faculty, staff, and students; and actively creating and sustaining an inclusive environment where individuals from different backgrounds are valued, respected, and supported. This shall include review of the department's academic programs and curricula and making recommendations consistent with the committee's duties; conducting and sponsoring workshops and symposia; consulting with search committees; and such other activities as the committee may deem necessary or advisable consistent with their duties.

Article V: Amendment

Section 1 Procedure

These By-Laws may be amended at any meeting of the Department. Amendments may be proposed by any member. Proposed amendments must be submitted to the Head at least ten (10) calendar days prior to their consideration by the Department. The head shall cause proposed amendments to be circulated to all members forthwith. Amendments to these By-Laws shall be carried by a majority of all voting members of the Department.