

**CONSTITUTION, BYLAWS, AND POLICIES**  
**DEPARTMENT OF POLITICAL SCIENCE**  
**California State University, Chico**

**CONSTITUTION**

**ARTICLE I**

Name

Section 1. The name of this organization shall be the Department of Political Science, California State University, Chico.

**ARTICLE II**

Object

Section 1. As an autonomous academic department of California State University, Chico, the Department of Political Science shall have the purpose of serving its students and the community and enhancing the teaching and research of its faculty. It is the obligation of the Department to operate within the rules, policies, and procedures of this document; the College of Behavioral and Social Sciences; the Faculty Personnel Policies and Procedures document of the University; the rules of the California State University system; and the current CBA (Contract) negotiated and approved by the California Faculty Association and the Board of Trustees of the State University system.

**ARTICLE III**

Members

Section 1. Members of the Department of Political Science are all Professors, Associate Professors, Assistant Professors, and members enrolled in the Faculty Early Retirement Program (FERP). Lecturers currently holding at least a .4 appointment in the Department, and those persons who have been voted the status of Professor Emeritus in accordance with the Faculty Personnel Policies and Procedures document.

Section 2. The status of Professor Emeritus may be granted to a member of the Department at any time after the member has retired.

Section 3. Membership in the Department shall not lapse because of sabbatical leave or other leave of absence.

**ARTICLE IV**

Officers

Section 1. The officers of the Department of Political Science shall be a Chair, an Associate Chair, a Treasurer, and the Academic Program Coordinators.

Section 2. The Chair of the Department may designate a member of the Department to preside over meetings of the Department at which he or she is unable to be present. Normally, this designee will be the Associate Chair.

Section 3. The Department Administrative Services Coordinator or other non-student staff member will take minutes at department meetings.

Section 4. The duties of the Department Chair, Associate Chair, and Treasurer shall be those usually devolving upon such officers and as provided in the Bylaws of the Department. Officers shall serve until their successors have been elected or appointed.

Section 5. The officers of the Department shall be elected or appointed in the manner prescribed in this Article and in the Bylaws of the Department.

## ARTICLE V

### Standing Committees, Ad Hoc Committees, and Other Departmental Appointments

Section 1. The following shall be the Standing Committees of the Department of Political Science:

- A. Curriculum Committee
- B. MA Graduate Committee
- C. MPA Graduate Committee
- D. Planning (all tenured and tenure-track faculty members)
- E. Retention, Tenure, and Promotion Committee (i.e., Personnel Committee)
- F. Scheduling Committee (Department Chair and Program Coordinators)
- G. Special Government Examination Committee
- H. Scholarship Committee
- I. Student Award Committee
- J. Chair's Appropriations Committee

Section 2. The Chair of the Department shall have the power to appoint all committee members and their chairs, unless specified otherwise in other sections of this or other documents.

Section 3. The Chair of the Department may establish Ad Hoc Committees and appoint Department representatives to College, University, and other committees.

Section 4. Meetings of the Standing and Ad Hoc Committees shall be called by their respective chairs, by the chair of the department, or by request of one-third of the committee members as deemed necessary for the completion of their duties.

Section 5. Standing and Ad Hoc Committees may establish their own rules of procedure, but such rules of procedure shall be consistent with rules and procedures established by the College of Behavioral and Social sciences, the Faculty Personnel Policies and Procedures document, and the current Memorandum of Understanding.

Section 6. The full Department, at a regular or special meeting, may review to approve or reject the work of any Department committee, with the exception of the RTP/Personnel and Chair's Appropriations Committee.

## ARTICLE VI

### Meetings

Section 1. Meetings of the Department of Political Science shall usually be scheduled and conducted once a month during each semester of the academic year, but at least three meetings scheduled at monthly intervals

shall normally be held each semester. Meetings shall be held, within reason, at a time and place of convenience to all members of the Department.

Section 2. A regular Department meeting may be cancelled or postponed by the Department Chair.

Section 3. Special meetings of the Department may be called by the Department Chair or by a petition signed by one-fourth of the voting members of the Department.

Section 4. In the last regular meeting of the academic year, the Department shall include on its agenda the election of those officers and committee members requiring selection, including the next academic year's RTP/Personnel Committee members, with the elected members choosing its committee Chair, as well as the consideration of current business.

Section 5. The Chair of the Department or the Chair's designee (who shall usually be the Associate Chair) shall preside at all meetings of the Department.

Section 6. A written notification (e.g., via e-mail) stating the agenda to be considered shall be given to all Department members no fewer than five working days prior to Department meetings.

Section 7. Minutes of each meeting shall be kept, and copies of the minutes of each meeting shall be sent to all members of the Department at least one week prior to the next department meeting.

Section 8. Permanent files (electronic and hard copy) of all minutes shall be kept in the office of the Department ASC. The minutes in the permanent files shall be open to review by any interested member of the Department.

## **ARTICLE VII**

### Amendment

Section 1. This Constitution may be amended by a simple majority vote at any regular meeting of the Department. This process shall be followed: any proposed amendment shall be circulated to all members of the Department at least two weeks prior to the meeting; the amendment shall be introduced and discussed at that meeting, and the amendment shall be eligible for final debate and a vote at a subsequent Department meeting.

## **BYLAWS**

### **ARTICLE I**

#### **Quorum**

Section 1. A quorum to conduct business shall consist of a majority of the voting members of the Department of Political Science in attendance at a regular or special meeting of the Department.

Section 2. The determination of what constitutes a majority of the faculty of the Department shall be calculated on the basis of provisions of Article II, Section 1, of these Bylaws.

Section 3. A quorum shall be present at any meeting at which a departmental vote is taken committing the Department to any proposal or action.

### **ARTICLE II**

#### **Rights and Duties of Members**

Section 1. Members of the Department of Political Science entitled to vote shall be all Professors, Associate Professors, Assistant Professors, and FERP. Lecturers currently holding at least a .4 appointment in the Department are entitled to vote.

Section 2. Members of the Department shall be entitled to vote on matters brought before the Department unless otherwise specified. Voting Members of the Department may give their proxy when unable to attend a department meeting because of a scheduled class or other work-related responsibility. All proxies shall be submitted in writing to the Department Chair and the ASC.

Section 3. Any member of the Department may call for a secret ballot on any matter requiring a vote of the Department.

Section 4. Meetings of the Department shall be conducted democratically, the customary rules of parliamentary procedure being followed, with all members of the Department having the right to participate fully in the discussion of business.

Section 5. All completed ballots shall be retained by the Department ASC for one calendar year after the vote, then the ballots will be destroyed. Any Department member requesting a recount or an examination of the ballots shall submit a written request, with justification, to the Dean of BSS for an independent recount or examination of ballots.

Section 6. All members of the Department shall have the right to attend, and request to be heard by, all Standing and Ad Hoc Committees of the Department, with the exception of the RTP/Personnel Committee.

### **ARTICLE III**

#### **Nomination and Duties of Officers**

Section 1. To be eligible to serve as Chair of the Department of Political Science, Department faculty members shall:

- A. Hold their academic appointment in the Department;
- B. Be devoting their principal duties to the Department; and
- C. Have attained tenure.

Section 2. Persons holding the position of Department Chair shall be able to succeed themselves, but election each time shall be by secret ballot. Nominations shall follow the procedures outlined in Executive Memorandum 83-009.

Section 3. The term of office of Department Chair and Associate Chair shall be three years.

Section 4. If for any reason the position of department Chair shall fall vacant, the Department shall nominate and elect an Acting Department Chair for the period of the vacancy.

Section 5. Members of the Department eligible to vote for Department Chair shall include those persons specifically indicated in Article II, Section I.

Section 6. A majority vote of the Department's voting members shall be necessary for election to the position of Department Chair.

Section 7. Nominations for the position of Department chair shall be made in conformity to existing University rules and procedures. The Department Chair shall make nominations for the position of Associate Chair of the Department.

Section 8. Academic program coordinators are elected by the department's voting members. The term of office of the Coordinators shall be four years, and shall coincide. There is an Academic Program Coordinator for each of the following programs: Criminal Justice, General Political Science, International Relations, Legal Studies, Public Administration, Political Science MA, Masters of Public Administration.

Section 9. Other coordinators include: Public Administration Internship Coordinator, Criminal Justice Internship Coordinator; Legal Studies Internship Coordinator; Political Science Internship Coordinator; MPA Internship Coordinator; MA Internship Coordinator.

Section 10. Should a vacancy occur in the positions mentioned in Section 8, the person elected shall serve out the unexpired term.

Section 11. The treasurer is elected to a three year term by the department's voting members. The functions of the Treasurer shall include, but not necessarily be limited to, the collection of uniform fees (the amount to be determined by the Department) from all faculty at the beginning of the academic year. Such fees will be used for gifts, flowers, and other causes deemed important by the Department. If such fees are not fully expended during the course of the academic year, they shall be used in such manner as prescribed by the Department at its May meeting or shall be carried over for use in the next succeeding academic year.

## **ARTICLE IV**

### Order of Business

#### Section 1.

The order of business at Department meetings shall be:

- A. Determination of a Quorum;
- B. Approval of the Minutes;
- C. Adjournment

The order of business at Department meetings may include:

- A. Reports from officers and committees;

- B. Action items;
- C. General announcements;
- D. New business.

**ARTICLE V**

Parliamentary Authority

Section 1. Robert’s Rules of Order shall be the Department’s final authority on all questions of procedure and parliamentary law not covered by the Constitution and Bylaws.

**ARTICLE VI**

Recall and Censure

Section 1. Recall of the Department Chair, Associate Chair, Treasurer or Academic Program or Intern Coordinators shall be entered into on petition of one-third of the members of the Department.

Section 2. A special Department meeting shall be called within one week of the introduction of the petition for recommending recall, at which meeting the charges against the Department Chair, Associate Chair, Treasurer or Academic Program or Intern Coordinators shall be aired. The petition will recommend removal of the Department Chair, Associate Chair, Treasurer or Academic Program or Intern Coordinators if two-thirds of the voting members of the Department vote for removal.

Section 3. One-third of the members of the Department may introduce a motion to censure any other Department member.

Section 4. A special Department meeting shall be called within one week of the introduction of the motion to censure, at which meeting the charges against the member will be aired. The motion to censure shall carry if two-thirds of the members of the Department vote for such censure.

**ARTICLE VII**

Amendment

Section 1. These Bylaws may be amended by a simple majority vote at any regular meeting of the Department, provided that notice of the proposed amendment or amendments has been given in writing to all members of the Department at least two weeks prior to the meeting.

## POLICIES

### Policy 1

#### Allocation of In-State and Out-of-State Travel Funds

- A. Travel funding promotes the professional development of Political Science Department faculty. Travel funding from the Department shall be provided for professional conference(s) or other professional travel during an academic year to eligible faculty members.
- a. Eligible faculty members include:
  - b. Assistant Professors on tenure track or tenured
  - c. Associate Professors
  - d. Full Professors
  - e. Lecturers (teaching at least a .4 either fall or spring of the academic year which they are applying for travel funds)
  - f. Eligible faculty shall include all full-time teaching faculty as well as FERP faculty, faculty on sabbatical, contract buy-outs, course release, partial disability, and partial administrative reassignment.

In order to be eligible for travel funds, any FERP faculty must be actively engaged in the professional conference (such as presenting a paper, poster, acting as session chair, or discussant).

- B. Funding shall be provided according to the Department formula:

1. Department formula:

- a. Make allocations to individuals who requested funding using the following fixed allocation guidelines.

\$100 for a trip within 250 miles of Chico (includes Bay Area)

\$150 for any trip beyond the 250 miles of Chico

plus

\$100 for a tenure-track Assistant Professor

\$50 for an Associate Professor

\$75 for any eligible faculty member presenting a paper, poster, acting as session chair, or discussant.

- b. Add all allocations to get a subtotal.
  - c. Subtract the subtotal from the (Department's) budgeted amount to get a remainder.
  - d. Divide the subtotal by \$25 to get an index. (*\$25 is used because it normally is the highest common denominator. If a greater highest common denominator exists, that amount can be substituted for \$25*).
  - e. Divide the remainder by the index to get the multiplacand.
  - f. Divide each individual's allocation by \$25 (*\$25 is used because it normally is the highest common denominator. If a greater highest common denominator exists, that amount can be substituted for \$25*). Multiply the result by the multiplacand to get the supplement.
  - g. Add each individual's allocation and supplement to get the individual's total travel allocation.
  - h. Round up/down to make minor adjustments to the (Department's) budgeted amount.
2. Adjustments to the variables in the departmental formula are determined as follows:
    - a. The base amount for travel funding is set by the Chair of the Political Science Department.

- C. Department allocations of travel monies to faculty shall not be reduced if faculty members receive outside support, unless such outside support when added to the Department allocation exceeds the actual cost of travel.
- D. All requests for travel funding must be submitted to the Travel Fund Coordinator by the announced deadline of the academic year during which the travel is to occur. The Travel Fund Coordinator is appointed by and serves at the discretion of the Chair of the Political Science Department.
- E. The amounts used in the formula for determining each eligible faculty member's allotment shall be available upon request from the Travel Fund Coordinator. Disputes regarding the application of the departmental formula will be resolved by the Travel Fund Coordinator in consultation with the Chair of the Political Science Department. The Chair of the Political Science Department has final authority in resolving disputes over the application of the departmental formula.
- F. Requests for travel funds submitted after available monies have been allocated shall be considered on a case by case basis by the Chair's Appropriations Committee.

## POLICY 2

### Allocation of Summer Session and January Intersession Classes

- A. All members of the Political Science faculty shall be eligible for Winter Intersession and Summer Session teaching.
- B. Each fall, the department chair, upon notification from the Administration, shall ask the program coordinators to consult with faculty teaching in their programs to develop a proposed list of Winter Intersession and Summer Session courses. The Scheduling Committee will then draft the Winter Intersession and Summer Session schedule, indicating specific sessions and mode of delivery for each course, based upon past enrollment patterns (possibly including such data as unmet demand), future projections of student need, and other relevant information (e.g., new information about the student population).
- C. Once it is decided which classes will be offered, the department chair will notify faculty and ask those interested in teaching to submit a request that identifies which class or classes they would like to teach.
- D. The department chair will then select faculty members to teach Winter Intersession or Summer Session based on the following preference order (note—each requesting faculty member would be offered one course per round):
1. Untenured, tenure-track faculty who have not taught a Winter Intersession or Summer Session course for the longest period of time, with reverse seniority as a first tiebreaker and a coin toss used as a second tiebreaker.
  2. If courses remain unstaffed, tenured faculty who have not taught a Winter Intersession or Summer Session course for the longest period of time, with reverse seniority as a first tiebreaker and a coin toss used as a second tiebreaker.
  3. If two Full Professors are competing to teach a Winter Intersession or Summer Session course, then preference will be given to the faculty member who has not taught a Winter Intersession or Summer Session course for the longest period, then a coin toss will serve as the tie-breaker.
  4. If courses remain unstaffed, non-tenure-track faculty in accordance with FPPP and CBA procedures.
- E. For the purposes of this policy the term "seniority" means number of years in current rank.



### POLICY 3

#### Recruitment Procedures

- A. Policy B and C relate to the procedures for defining hiring priorities, while Policy 3D through 3H discuss the determination for selecting a hiring committee.
- B. Recruitment procedures in the Department of Political Science shall be consistent with the provisions in the current FPPP, Section 6 (or the appropriate section).
- C. When engaged in recruitment activities, the membership of the Planning Committee shall:
  - 1. Define departmental needs for instructional positions; such needs may be assessed years in advance and may be modified as necessary;
  - 2. Determine by majority vote the department's hiring preference by field. If not done earlier in the spring semester, such a vote shall be taken at a Department meeting each year in case hiring opportunities arise during the summer;
  - 3. Define the types of skills generally desired in the position;
  - 4. Consult with the coordinators and faculty of the sub-fields in which hires are to be made;
  - 5. Make all decisions by majority vote.
- D. Each individual Department Hiring committee shall be composed of the Department Chair, and either two or four members elected by and from the probationary and tenured faculty (following all relevant sections of the FPPP).
  - 1. The Department Chair shall propose a Hiring Committee of two or four faculty based upon the following criteria:
    - a. The Hiring Committee shall be composed of some faculty member(s) who are knowledgeable of the programmatic needs;
    - b. The Hiring Committee shall include at least one, non-program, faculty member;
    - c. The Hiring Committee shall include faculty member(s) who are knowledgeable of other departmental considerations.
  - 2. The proposed Hiring Committee shall be voted on by the Planning Committee by majority vote.
    - a. If the proposed Hiring Committee is not approved, nominations – by another or by oneself – for the Hiring Committee shall be taken from the floor;
    - b. By secret ballot, all Planning Committee members may vote for as many nominees as they desire;
    - c. The top four vote getters, plus the Department Chair, shall constitute the hiring committee;
    - d. The Department Chair shall settle all ties OR we flip a coin.
  - 3. The Department Hiring Committee shall

- a. Elect a chair from among its members;
  - b. Advertise all position openings;
  - c. Screen candidates and decide which candidates to invite for on-campus interviews;
  - d. Coordinate, with staff assistance, and conduct all on-campus interview activities and events;
  - e. Attend public events and interview activities unless there is a class or other compelling conflict;
  - f. Have the discretion to replace a committee member by majority vote due to non-participation;
  - g. Make a recommendation for appointment to the Planning Committee.
- D. The actual recommendation for appointment of faculty shall be made by the Planning Committee.
- E. There shall be no student participation in the activities of personnel or recruitment committees or subcommittees. Student input into the hiring process shall be considered only as a source of information and shall be regulated as to be consistently given in all cases and for all candidates. Undocumented or unregulated student input in hiring shall not be considered by the Planning Committee, the Hiring Committee or their subcommittees.
- F. The Department Chair will (a) participate in all phases of the recruitment process; (b) negotiate with the Administration over details of the appointment; and (c) make all formal offers of appointment.
- G. The tenured and tenure track faculty of the Department, by a secret majority vote, shall select one candidate from the top candidates submitted by the Hiring Committee. The number submitted shall be at least three where possible.

#### **POLICY 4**

##### **Retention, Tenure, and Promotion**

- A. The Retention, Tenure, and Promotion Committee of the Department of Political Science shall be organized--in terms of function, structure, eligibility, and internal operation--in a manner consistent with procedures and policies delineated in relevant sections of the Faculty Personnel Policies and Procedures document.
- B. In all areas of the personnel process, the retention, tenure, and promotion policies of the Department shall be consistent with relevant sections and/or subsections of the Faculty Personnel Policies and Procedures document. These policies are outlined below in the same order in which they appear in the Faculty Personnel Policies and Procedures document.
- C. Student Evaluation of Faculty:
1. Student evaluation of faculty procedures in the Department of Political Science shall be consistent with the Faculty Personnel Policies and Procedures document.
  2. Student evaluation of faculty shall serve as a diagnostic device aimed at improvement of teaching effectiveness and as a means of evaluating the quality of teaching performance.

3. Consistent with CBA Article 15.15, written student questionnaire evaluations shall be required for all faculty unit employees who teach. A minimum of two (2) classes annually for each faculty unit employee shall have such written student evaluations. Student evaluations shall be conducted in classes representative of the faculty unit employee's teaching assignment. The results of these evaluations shall be placed in the faculty unit employee's Personnel Action File. Unless consultation has resulted in an agreement by the administration and faculty of a department or equivalent unit to evaluate all classes, the classes to be evaluated shall be jointly determined in consultation between the faculty unit employee being evaluated and his/her department chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated.
4. Students may evaluate teaching by responding to the items in the currently used evaluation instrument.
5. Consistent with CBA Article 15.17:
  - a. Student evaluations collected as part of the regular student evaluation process shall be anonymous and identified only by course and/or section. The format of student evaluations shall be quantitative (e.g., "Scantron" form, etc.) or a combination of quantitative and qualitative (e.g., space provided on the quantitative form for student comments).
  - b. Any student communications or evaluations provided outside of the regular evaluation process must be identified by name to be included in a Personnel or Personnel Action File.

D. Periodic Evaluation of Temporary Faculty:

1. Evaluation of Temporary Faculty in the Department of Political Science shall be consistent with the Faculty Personnel Policies and Procedures document.
2. Evaluation of full-time temporary faculty will follow the retention, tenure, and promotion procedures used for tenure-track faculty. The timetable for evaluation of full-time temporary faculty, regardless of the number of years the faculty member has served, shall follow the schedule of periodic evaluation of probationary faculty, with review notice to the faculty member due on or before May 15. The evaluation of full-time temporary faculty will result in a performance report, but no recommendation regarding future employment will be made.
3. Evaluation of part-time faculty serving on a one-semester appointment shall take place prior to the end of the semester in which they are serving. Part-time faculty serving one-year appointments shall be evaluated no later than May 15 of the spring semester of their appointment.
4. Part-time faculty shall be evaluated with respect to their teaching, their duties as defined in the job description, and their professional ethics and conduct.
5. Student evaluations will be conducted for all part-time faculty, and the reports of these evaluations will become part of the personnel file of the faculty member.
6. The Department will also use a second means of evaluating teaching effectiveness of part-time faculty. This second means has been defined in policies relating to full-time faculty discussed below.
7. Evaluations of part-time faculty shall be sent to the College Dean, who shall establish a personnel file for the faculty member involved. These files will be maintained in the College Office and are subject to the same rules and regulations governing personnel files for full-time faculty. Appropriate support materials to be included in a personnel file are outlined in the Faculty Personnel Policies and Procedures document (section 8.1.c.3).
8. Part-time faculty must be evaluated whether or not they are candidates for reappointment.

E. Performance Review for Retention, Tenure, and Promotion:

1. Performance review for retention, tenure, and promotion, and promotion ranking in the Department of Political Science shall be consistent with the Faculty Personnel Policies and Procedures document.
2. Four areas of evaluation shall be considered for each candidate eligible for retention, tenure, or promotion: Instruction; Professional Growth and Achievement; Other Contributions to the University; and Competence Required for, and Contribution to Strategic Plans and Goals of the Department, College, and University.
  - a. Instruction. Teaching effectiveness is the first, minimum, and indispensable requirement for retention, tenure, or promotion for teaching faculty. "Instruction" includes classroom and related instructional activities.
    - i. Evaluations shall be specific and appropriate to the mode of instruction: lecture, lecture-discussion, discussion, laboratory, activity, and supervision. In addition to the prescribed methods for the evaluation of teaching (where teaching evaluations will be analyzed), evaluation will also be made on other bases including (although not necessarily be limited to) such factors as: teaching portfolios, supervision of interns or independent study, job or intern placement, guest presentations, syllabi, reading lists, examinations, classroom distributions, grading policy, and similar types of evidence. The Retention, Tenure, and Promotion Committee may use its own evaluation instrument, properly approved, in lieu of, or in addition to, the standard University instrument. Class visitations will be made on the basis of mutual agreement and consent and at times mutually agreeable to faculty member and evaluator, in order to assess, in writing, the faculty member's effectiveness. Classroom observations will be conducted in a manner consistent with section 8.1.a.2 of the Faculty Personnel Policies and Procedures document of the University. Pursuant to this document, classroom observations will take place at least once each academic year (section 8.2.d.5). Written peer evaluations of teaching will be invited, and will be based upon first-hand observation only.
    - ii. Teaching effectiveness is also measured by an assessment of student work. These include (but are not necessarily limited to) copies of student exams and papers, student portfolios, pre- and post-tests, or peer review of student performances. Faculty will provide evidence of assessment strategies and how these relate to departmental or program goals.
    - iii. Contributions to elements of the Strategic Plan, including (although not necessarily be limited to) involvement with K-12, General Education, or enhancement of instructional technology.
    - iv. Curricular and program development.
    - v. Contributions to advising or career planning.
  - b. Professional Growth and Achievement. Continued professional growth and achievement in their field or fields is required of all faculty members. In all cases it is the responsibility of the faculty member under review to provide copies of publications, programs indicating participation, peer reviews where appropriate, references to one's work in the Citation Index (for example) or reviews by others, or other forms of documentation to the personnel committee. Benchmarks of professional growth and achievement may include conference presentations, book reviews, encyclopedia entries, or book chapters, and professional growth progress typically culminates in publication as refereed journal articles, academic books or textbooks, or in rigorously vetted publications like law reviews (although this list is not meant to be inclusive). The hallmark of professional achievement is a publication that includes a serious evaluation of the scholarly work by professional peers, which in turn allows for an evaluation of a scholarly career by peers. The Department Personnel Committee may note when accomplishments are equivalent to peer-

review.

The personnel committee may, if it deems appropriate, seek outside evaluation of the professional accomplishments of faculty under review. While faculty under review will not have accomplishments under each heading below, they must demonstrate an active professional life. Moreover, we subscribe to Ernest Boyer's contention in *Scholarship Reconsidered* (1990), that scholarship and professional growth may be demonstrated in a variety of ways, which, among others, include:

- i. Publications, in the form of contributions to professional journals, books, and texts (whole or part thereof), curriculum materials, or any type of academically specialized form such as scripts or software, and including clear indication if the publication was peer reviewed so that the personnel committee may weigh those appropriately;
  - ii. Presentation of papers, or oral contributions, at professional conferences, seminars, workshops, institutes, or special programs;
  - iii. Receipt of awards, fellowships, prizes, grants, commissions, honors, or contracts related to one's professional area(s) of expertise;
  - iv. Critical reviews for national periodicals or magazines, national newspapers, or other communications media;
  - v. Consultantships and expert testimony, whether paid or unpaid, of a professional nature that reflects faculty members' areas of academic expertise;
  - vi. Creative activity culminating in a professionally evaluated public display or performance such as might occur in film, video, drama, play, etc.;
  - vii. An active program of scholarly or creative work in progress appropriate to the discipline, to be evaluated in terms of professionally recognized benchmarks of progress achieved;
  - viii. Service on committees or boards of professional societies and organizations;
  - ix. Participation in seminars, conferences, meetings, or other activity leading to growth in the faculty members' area(s) of expertise and interest;
  - x. Any other items of specific professional activity such as editorial or review work, patented inventions or discoveries, public lectures related to the appropriate discipline, the holding of significant special appointments such as visiting professorships, lectureships, or consultant assignments in other academic, professional, or governmental institutions.
- c. Other Contributions to the University. Faculty members are expected to establish professional relations with their colleagues. Faculty members are also expected to carry a reasonable share of committee work and other assignments that are a normal part of the life of the University. Such contributions may be illustrated by membership in the Faculty Senate; service on University-wide committees; participation in a University-wide program or project; or any activity designed to further the aims and goals of the Department, the College, or the University Strategic Plan. In addition, contributions to the broader community outside of the University shall also be considered. These may include such activities as service on a city or county board or commission, participation in community projects, consulting work for a government agency, participation in research authorized by a government agency, appointment or election to a public office, and other similar activities.

- d. Contribution to Strategic Plans and Goals of the Department, College and University. Evaluations and recommendations with respect to members of the faculty will be made in conformity to the Strategic Plan relevant to them, relevant sections of the Education Code, and other relevant rules and regulations.
- F. The Department Chair shall collect pertinent personnel data, as they become available. These data shall be placed annually in the College Personnel File of each faculty member subject to review.
- G. Faculty members eligible for retention, tenure, or promotion are required to provide information regarding their teaching, academic advising, professional growth and achievement, and other contributions to the University. This material shall constitute part of the professional dossier maintained by the faculty member. This material shall be described and summarized on the Professional Data Sheet. It is the responsibility of faculty members to ensure that information in the dossier is accurate and up to date, and to present in writing such materials deemed relevant for consideration in the review process.
- H. It is the responsibility of the Department Chair and the Department Personnel Committee to solicit information from students, faculty, and administrators relevant to the performance of any candidate subject to a personnel action. This information will be considered in the personnel process. The Department Chair will collect pertinent data and evaluations on candidates under review who are assigned to off-campus duties, or who teach summer or extension classes.
- I. The Department Chair and the Chair of the Department RTP Committee will inform new faculty members of the need to maintain a dossier and the types of materials to be included in it. The Department Chair will also provide a new member of the faculty with a copy of the Personal Data Sheet and discuss its use in retention, tenure, and promotion reviews.
- J. Data gathering on candidates for retention, tenure and/or promotion in the Department of Political Science shall be consistent with the Faculty Personnel Policies and Procedures document.
- K. General Procedures for Evaluations and Performance Review. General procedures for evaluation and performance review in the Department of Political Science shall be consistent with the Faculty Personnel Policies and Procedures document. In each area of evaluation (i.e. Instruction; Professional Growth and Achievement; and Other Contributions to the University), the rankings of superior, effective, adequate, and inadequate will be assigned in a manner consistent with section 8.5.b.1.c of the Faculty Personnel Policies and Procedures document. Contributions to the Strategic Plans and Goals of the Department, College, and University will also be evaluated.
- L. Specific Evaluation and Review Procedures. Specific evaluation and review procedures of the Department of Political Science shall be consistent with the Faculty Personnel Policies and Procedures document. The timeline for promotion from assistant to associate professor and associate to full professor is described in Article 14 of the Collective Bargaining Agreement
- M. Policies Relating Specifically to Retention, Tenure, and Promotion. The policies relating specifically to retention, tenure, and promotion of the Department of Political Science shall be consistent with the Faculty Personnel Policies and Procedures document.
1. Expectations For Tenure And Promotion: Regular And Accelerated
- a. Expectations for Tenure (BSS Guidelines VII.A): Clear evidence of being at least Effective in all areas of assessment is required. In addition, the requirements specified in the FPPP apply.
  - b. Expectations for Promotion to Associate Professor (BSS Guidelines VIII.A, E): For promotion to Associate Professor, clear evidence of effectiveness in Instruction as well as Effective accomplishment in Professional Growth and Achievement, and in Other Contributions to the

University and Community; or a rating of Superior in Instruction or Professional Growth and Achievement and Effective in their other category if Other Contributions to the University and Community is rated Adequate.

Recommendations for “early tenure” must be accompanied by justification of the candidate as a special case.

- c. Expectations for Promotion to Full Professor (BSS Guidelines VIII.B): For promotion to full Professor clear evidence of being at least Effective in all areas of assessment is required.
  - 1. Effectiveness at this level of promotion indicates a higher level of functioning than it does at lower levels.
  - 2. College Guidelines for paragraph 8.5.b.2.e.5 of FPPP: Candidates for promotion to full Professor must clearly demonstrate substantial professional recognition at or beyond the university itself. Such recognition must be substantiated in personnel letters supporting a favorable recommendation.
- d. Expectations for Accelerated Tenure (BSS Guidelines VIII.D): Persons of exceptional merit who do not meet the requirement of normal time in service (see VI B above) may be considered for “early tenure”. However, a positive “early tenure” decision will require clear evidence of being Superior in Instruction, Superior in Accomplishments in Professional Growth and Achievement while at CSU, Chico, [and] Superior in Other Contributions to CSU, Chico.

The greater the divergence from “normal time in service,” the more the evidence required for determining a Superior rating in the categories listed above.

- e. Expectations for Accelerated Promotion (BSS Guidelines VIII.D): Persons of exceptional merit who do not meet the requirement of normal time in rank may also be considered for promotion. However, this accelerated promotion will require clear evidence of being Superior in Instruction as a minimum, Superior accomplishment in Professional Growth and Achievement and Other Contributions to the University and Community.

The greater the divergence from “normal time in rank,” the more outstanding accomplishment is required for promotion.

- f. Definition of Exceptional Merit: Exceptional merit shall require clear evidence of being Superior (as defined in Sec. M.2. below) in Instruction, Superior in accomplishments in Professional Growth and Achievement, and Superior in Other Contributions to the University. The greater the divergence from “normal time in service,” the more the evidence required for determining a Superior rating in the categories listed.

## 2. Definitions of Evaluative Labels (FPPP 8.5.b.1.c)

- a. In each written PERFORMANCE REVIEW REPORT, the reviews of Instruction, Professional Growth and Achievement, and Other Contributions to the University and Community will each conclude with a summary evaluation. These evaluations are defined in the remainder of this section. The use of hyphenated ratings (e.g., “effective-to-superior”) is NOT permissible.

### Superior

The candidate has clearly achieved excellence in the specific area of evaluation. The evidentiary record unambiguously supports the claim that the candidate is a model of academic/professional contribution and achievement in the area being evaluated.

### Effective

The candidate has achieved competence in the specific area of evaluation.  
The evidentiary record generally supports the claim that the candidate is making a continual, impressive, and valued contribution to the academic community in the area being evaluated.

#### Adequate

The candidate has achieved satisfactory and acceptable (but not remarkable) levels of performance in the specific area of evaluation. With certain exceptions, the evidentiary record generally supports the claim that the candidate is making a satisfactory contribution to the academic community in the area being evaluated.

#### Inadequate

The candidate has achieved less-than-satisfactory levels of performance in the specific area of evaluation. The evidentiary record does not demonstrate that the candidate is making at least adequate contributions to the academic community in the area being evaluated. "Inadequate" performance is an impermissible level of professionalism, and significant deficiencies require immediate attention and correction.

More specifically, as applies to each area of performance:

### b. INSTRUCTION

#### Superior

The evidence demonstrates the candidate's consummate professionalism and exceptional skill as an educator with respect to the materials, activities, and standards listed in the Department/Unit standards, other sections of this document (FPPP), and the CBA.

#### Effective

The evidence demonstrates the candidate's substantial professionalism and competence as an educator with respect to the materials, activities, and standards listed in the Department/Unit standards, other sections of this FPPP, and the CBA. An evaluation of "effective" performance is normally the minimum level of overall achievement consistent with the awarding of tenure and/or promotion.

#### Adequate

The evidence suggests the candidate has achieved a satisfactory level of professionalism and competence as an educator with respect to the materials, activities, and standards listed in the Department/Unit standards, other sections of this FPPP, and the CBA. An overall evaluation of "adequate" performance is the minimum level of achievement consistent with retention, but it is insufficient to justify the awarding of tenure and/or promotion.

#### Inadequate

The evidence does not demonstrate at least an adequate level of professionalism and competence as an educator with respect to the materials, activities, and standards listed in the Department/Unit standards, other sections of this FPPP, and the CBA.

### c. PROFESSIONAL GROWTH AND ACHIEVEMENT

#### Superior

The evidence demonstrates the candidate's consummate professionalism and significant, highly regarded scholarly achievement with respect to professional contributions to students, to the discipline, and to the professional community (representative activities are listed in the Department/Unit standards, and in other sections of this FPPP, and the CBA).

#### Effective

The evidence demonstrates substantial significant scholarly achievement with respect to



professional contributions to students, to the discipline, and to the professional community (representative activities are listed in the Department/Unit standards, and other sections of this FPPP, and the CBA).

#### Adequate

The evidence demonstrates some scholarly achievement on the part of the candidate, with respect to professional contributions to students, to the discipline, and to the professional community (representative activities are listed in the Department/Unit standards, and in other sections of this FPPP, and the CBA)

#### Inadequate

The evidence does not demonstrate an adequate level of scholarly achievement with respect to professional contributions to students, to the discipline, and to the professional community (representative activities are listed in the Department/Unit standards, other sections of this FPPP, and the CBA).

### d. OTHER CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY (SERVICE)

#### Superior

The evidence demonstrates the candidate's consistently high level of involvement in activities listed in the Department/Unit standards, other sections of this FPPP, and the CBA. Where this area of evaluation refers to participation on committees, "superior" performance is evidenced by the candidate's assumption of key roles on significant University-, College-, and/or Department-level committees, as well as the demonstration of consistent, on-going contributions to such committees.

#### Effective

The evidence demonstrates the candidate's consistent, on-going involvement in activities listed in the Department/Unit standards, other sections of this FPPP, and the CBA. Where this area of evaluation refers to participation on committees, "effective" performance is evidenced by the candidate's occasional assumption of key roles on significant University-, College-, and/or Department-level committees, as well as the demonstration of consistent, on-going contributions to such committees.

#### Adequate

The evidence demonstrates occasional involvement in activities listed in the Department/Unit standards, other sections of this FPPP, and the CBA.

Whereas as this area of evaluation refers to participation on committees, "adequate" performance is evidenced by the candidate's infrequent assumption of key roles on University-, College-, and/or Department-level committees while, nevertheless, maintaining regular participation on committees at these levels

#### Inadequate

The evidence does not demonstrate an adequate level of involvement in activities listed in the Department/Unit standards, other sections of this FPPP, and the CBA. Where this area of evaluation refers to participation on committees, "inadequate" performance is evidenced by the candidate's lack of assumption of key roles on University-, College-, and/or Department-level committees and only limited participation on committees at these levels.

- N. Equivalency. Normally, tenure will not be granted without possession of the Ph.D. degree. Exceptions to this requirement will occur only if:
1. faculty members have made outstanding contributions to the academic discipline or they possess special qualifications of peculiar value to the teaching function of the Department and such

qualifications are not generally available in the academic marketplace, e.g., individuals involved in polling organizations, former legislators or government officials, etc.

2. the individual's primary teaching function is the supervision of Public Law interns, in which case the J.D. degree will qualify the individual for tenure; or
  3. the individual is rendering an important contribution to the Department and is engaged in a program of continuing education designed to increase relevant skills in political science.
    - a. It is the desire of the Department to combine quality education with a balanced faculty. When a faculty member appears able to make a valuable teaching contribution to the Department and which would provide for a balanced faculty but the faculty member does not have the doctorate, the Department will require as a condition of employment that the faculty member continue formal graduate training until sixty graduate semester units are earned in political science and related fields, as approved by the Department Chair. At least thirty of these units must be earned at an institution offering the Ph.D. in political science.
    - b. The rationale underlying the requirement of sixty units is to ensure that faculty exempted from the Ph.D. requirement will be fully qualified for classroom instruction.
    - c. If a tenure decision is reached before the sixty post-baccalaureate graduate units are earned, then for an exceptional case, tenure may be recommended with the proviso that promotion to full Professor would not be recommended until the sixty units are completed.
    - d. It is the policy of the Department that, whenever possible, equivalency standards are to be met at the time of initial appointment. In a case where this qualification cannot be met at the time of initial appointment, the equivalency requirement for the particular probationary faculty member should be stated in writing before the initial appointment.
    - e. Where exceptions have been made to the minimum standards of appointment, the doctorate or equivalent should be completed prior to the granting of tenure. In these cases, evidence of completion of the terminal degree must come from an Executive office above the Department level, preferably from the officer in charge of the graduate program of the degree-granting institution.
- O. Evaluation of Tenured Faculty. Evaluation of tenured faculty in the Department of Political Science will occur every five years and will follow procedures consistent with the Faculty Personnel Policies and Procedures document (section 8.6.b.). Specific criteria to be considered shall include:
1. Teaching which shall be evaluated in the same way it is evaluated in other performance review.
  2. Currency in the field or fields of the faculty member, which shall be evaluated as follows:
    - a. The writing of a self-assessment indicating areas of instruction and research interests, indicating how currency is being maintained. Indicators might include, but not necessarily be limited to, publications, grants, conferences attended, participation in faculty development programs, advanced work completed, and other creative work and activities.
    - b. The written self-assessment will be delivered to the subcommittee chair at least one week prior to the meeting at which the review is to occur.
    - c. The subcommittee shall meet with the faculty member and the Department Chair to review the self-assessment and other items that have been presented to the subcommittee, and to raise any concerns the subcommittee or chair might have.

- d. The subcommittee shall submit a written evaluation for consideration to the full Retention, Tenure, and Promotion Committee and forward a vote to the Department Chair.
- e. The Department Chair shall meet with the faculty member, to discuss any negative assessments in the evaluation.
- f. The Department Chair shall submit the evaluation to the College Dean for inclusion in the member's personnel file.

P. Criteria for Lecturer Range Elevation

- 1. Teaching effectiveness is the first, minimum, and indispensable requirement for the Range Elevation of Lecturers.
- 2. Evidence of teaching effectiveness shall include the sources required for the Periodic Evaluation Process for Lecturers, e.g.: Course outlines and related guides; course content and types of evaluation of student work; peer classroom evaluations, Student Evaluations of Teaching (SET).
- 3. In evaluating teaching effectiveness the following shall be the main criteria:
  - a. Organization; scholarship and knowledge of the field.
  - b. Communication and skill in presentation; student-faculty relations.
- 4. The department recognizes that many activities that help the candidate to be an effective and informed instructor may also be considered as Professional Growth and Achievement.
- 5. Professional Growth and Achievement and Other Contributions may assist in the Range Elevation process, but are not substitutes for teaching effectiveness.

**POLICY 5**

**Course Scheduling**

- A. All course scheduling in the Department of Political Science, including courses for summer school, shall be done by the Scheduling Committee.
- B. The Scheduling Committee shall be composed of the Department Chair and the Coordinators of the various Department programs.
- C. The following criteria shall guide the Scheduling Committee in reaching its decisions about course scheduling:
  - 1. The need to provide a balanced curriculum.
  - 2. The needs and interests of students.
  - 3. The needs of the total Department.
  - 4. The wishes of faculty members based on seniority.
- D. The following procedure shall be followed by the Scheduling Committee.
  - 1. In accordance with criteria listed under "C" above, the Department Chair shall make up a tentative schedule of classes.

2. The tentative schedule shall be made available to the Department faculty for review once it is entered into the computer system. During this period, the faculty shall have the opportunity to present criticisms and to suggest revisions to the tentative schedule.
3. A final schedule, incorporating to the extent possible the criticisms and revisions suggested, shall then be released.

### **POLICY 6**

#### **Faculty Leaves**

- A. Leaves shall be recommended consistent with the FPPP and appropriate sections of the CBA.
- B. The Department shall participate in the College supplemental Sabbatical Program.

### **POLICY 7**

#### **Comprehensive Examination Option for the MA Degree**

- A. A candidate for the master's degree who elects the comprehensive examination option shall pass written examinations in two areas within the MA in Political Science Program.
- B. Comprehensive examinations shall be prepared by the MA Coordinator in consultation with the MA faculty. Each examination will be graded by at least two readers. If the two readers differ in their evaluation of the examination and cannot resolve the issue, a final decision shall be made by the student's graduate advisory committee.

### **POLICY 8**

#### **The Master of Public Administration Program**

- A. The master of Public Administration program shall be administered by a committee, chaired by the graduate coordinator, composed of full-time faculty teaching courses in the MPA and the Department Chair. The committee shall constitute an autonomous unit within the Department of Political Science, retaining control over recommendations on hiring, planning, scheduling, and curriculum development.
- B. When engaged in hiring, procedures utilized must be consistent with those specified in Policy 3 of the Department. New hires with primary responsibility in the MPA will have a search sub-committee composed primarily of MPA faculty. Positions with a portion defined as MPA will have representation on the search committee from among MPA faculty.
- C. The Department of Political Science shall provide support staff and supplies to the MPA program and shall continue to receive Public Administration FTE.

### **POLICY 9**

#### **Composition of Graduate Advisory Committees**

- A. The Graduate Advisor shall be responsible for implementing this policy.
- B. Graduate Advisory Committees shall be separate entities from the Department Graduate Committee.

- C. A candidate for the MA degree may select either the Comprehensive Examination Plan or the Thesis Plan; a candidate for the MPA may select either the Professional Paper Plan (POLS 680) or the Thesis Plan.

## **POLICY 10**

### Appointment Policies and Procedures for Lecturers

- A. Appointment policies and procedures for lecturers in the department of Political Science shall be consistent with relevant provisions of the Collective Bargaining Agreement (CBA) and the Faculty Personnel Policies and Procedures (FPPP) document.
- B. Lecturers are defined as all persons appointed to faculty positions on less than a full-time basis, with the exception of graduate teaching assistants, FERP faculty, and PRTB faculty.
- C. The minimum education required to teach law courses in the Department is the Juris Doctorate degree or equivalent, for other courses, the minimum education necessary to teach is the Master's degree or equivalent. For some specialized courses, extensive professional experience may be substituted for the Master's requirement.
- D. Recruitment of Lecturers.
1. Each year the Department shall publicly announce all lecturer vacancies to the Department, College, other departments or programs in the University, and, when appropriate, the local community and to select communities outside of the Chico area. Efforts will be made to reach a diverse pool of potential applicants.
  2. Announcements of all potential positions shall be made as early as possible, and at least two weeks will be allowed for the filing of applications.
  3. Notice of lecturer positions shall include: a description of the position available; the desired and minimum qualifications for the position; the date and place for the filing of applications; special conditions associated with the position; and a statement that the University is an Equal Employment Opportunity (EOE) employer that values a diverse workforce. The notice will indicate that the application must be made in writing and include curriculum vitae or some other statement of qualifications.
  4. Special conditions—such as one requiring that the individual be enrolled in a supervised college teaching course, be an enrolled graduate student, or that the position may be held for only one semester or one year—may be attached to the qualifications.
  5. Where not prohibited, lecturers may apply for reappointment.
- E. Review of Applications for Lecturer positions.
1. Applications will be reviewed by the Department Chair, in consultation with relevant members of the Scheduling Committee.
  2. Criteria used in the evaluation of applications shall be the same as those stated with respect to qualifications in announcements.
  3. Persons hired to teach one three-unit class or its equivalent shall be hired on the basis of a two-tenths faculty position per three-unit class.

- F. Hiring of Lecturers.
1. Consistent with section 12.29 of the CBA, at all times work must first be assigned to tenured and probationary faculty members, including participants in FERP and Pre-Retirement Reduction in Time Base Program (PRTB). Also work is to be assigned as appropriate to administrators, teaching associates, other student employees, and/or volunteer faculty.
  2. Any remaining work would then be assigned to lecturers using the order specified by section 12.29a-b of the CBA.
- G. Evaluation of Lecturers
1. Evaluations of lecturers shall be consistent with evaluation procedures specified in Policy 4, Section D.
  2. Appeals to these procedures may be undertaken by use of the grievance Procedure specified in Article 10 of the CBA.

### **POLICY 11**

#### **Double-Counting of Units for Department Majors**

- A. Students in any of the majors in the Department of Political Science may double-count units only if major advisors agree on units to be double-counted.
- B. The limit on units to be double-counted for majors within our department shall be twelve, but this limitation shall not apply to certificate or credential programs.

### **POLICY 12**

#### **Department Graduate Committees**

- A. The Graduate Committees shall be standing committees of the Department.
- B. The Graduate Committees shall, at the request of the Department Scheduling Committee, work with the Coordinators and faculties of the sub-fields in the Department in order to schedule appropriate graduate seminars over a two-year period.

### **POLICY 13**

#### **Faculty Ethics and Standards**

- A. All members of the faculty of the Department of Political Science shall be guided by the professional and ethical standards established in the Faculty Code of Professional Ethics and Standards as included in the Faculty Personnel Policies and Procedures document.
- B. Faculty members have the same rights and obligations of other citizens.
- C. Faculty members shall measure the urgency of exercising these rights and obligations in light of their responsibilities to their subject, their students, their profession, and the institution they serve.
- D. When faculty members write, speak or act as private citizens, they shall avoid giving the impression that they write, speak, or act in behalf of the Department, the College, or the University.

- E. Faculty members of the Department of Political Science, when taking a personal position before any body or allowing their name to be used for any purpose, shall allow the use of their title and affiliation for identification purposes only and not as an indication that they are speaking for the Department, College, or the University, unless the appropriate University agency has adopted that position and has authorized that position to be presented in its behalf.

## **POLICY 14**

### Community Legal Information Center (CLIC)

- A. The Internship Coordinator of the Legal Studies Program, with input from the Coordinator of the Legal Studies Program, within the Department of Political Science shall be responsible for the overall direction of the Community Legal Information Center (CLIC). The Internship Coordinator shall be responsible for the day-to-day supervision of the (CLIC) program.
- B. Twenty-four (24) units of assigned time for each academic year for the Legal Studies Internship Program will be assigned by the Coordinator of the Legal Studies Program with the approval of the department Chair and the Department Scheduling Committee.
- C. For each 3-unit block of teaching assigned time, nine hours will be put in by that faculty member.
1. The exact division of this time shall be left to the faculty and the Internship Coordinator, and may be used, for example, for supervision of student hours, training seminars, weekly meetings, and other objectives.
  2. At least two hours of the office hours each week should be dedicated to CLIC activities, and the faculty member must be available to student directors and interns in the CLIC program.
- D. It is to be emphasized that student directors and interns in the CLIC program are to provide information only and are not to provide legal advice or counsel except as is provided by law.
- E. All interns and directors shall sign a written contract at the beginning of each semester. This contract, which shall state the obligations to be fulfilled, shall be monitored by the student director.
- F. Assigning final grades for student directors and interns shall be the responsibility of the Internship Coordinator and the Legal Studies faculty who supervise CLIC.
- G. Student directors may give their input on the performance of interns in their programs.
- H. Letter grades in all 489, and 493 courses should be limited to the student directors.
- I. The position of Supervising Attorney Faculty for CLIC combines two separate functions: (1) the traditional academic responsibilities of a political science professor, and (2) the training and supervision of paralegal interns in a clinical setting. The duties and responsibilities of a professor are already described in the Faculty Personnel Policies and Procedures document. The purpose of this policy is to list some of the major functions that are unique to the position of the Supervising Attorney.
- J. The job description of the Internship Coordinator of the Legal Studies Program shall include at least the following:
1. a law degree;
  2. membership in the California Bar;
  3. prior clinical experience.

- K. Responsibilities of the Supervising Attorney(s) shall include:
1. maintaining close professional contact with the Internship Coordinator of the Legal Studies Program to coordinate activities and instruction aimed at coordinating both the academic and clinical components of the Paralegal Program;
  2. maintaining close professional contact with the student directors and being available and accessible to paralegal interns;
  3. monitoring the progress of interns, and assigning academic credit for work performed;
  4. maintaining currency in those areas of the law relevant to the internships assigned;
  5. attending CLIC director meetings;
  6. maintaining an active presence in the legal community in order to create new internships in addition to those at CLIC;
  7. review public statements, comments and writings for conformity with the professional standards of the Paralegal Program.
- L. One of the primary purposes of CLIC is to give the student a unique, law-oriented learning experience. Toward that end, the overriding presumption is that persons seeking information will be assisted by student interns who will have ongoing responsibility for that case. Initial interviews, evidence gathering, research and writing and administrative representation are the student's responsibility. These activities help the student learn the skills necessary to the legal paraprofessional or pre-law student. They also learn the realities of working in the law.

### **POLICY 15**

#### Department Style Guide

- A. Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations, shall be the style manual followed by all graduate students in the Department of Political Science.
- B. All faculty teaching graduate seminars shall be required to assign seminar papers.

### **POLICY 16**

#### Department Workload Policy

Workload assignments and assigned time shall be made by the department chair and be consistent with the FPPP, the CBA, as well as department goals and past practices. Faculty members denied assigned time may appeal that decision to the Scheduling Committee.

- A. Coordinators will receive 3 AWTUs/year. With proper documentation of special workload or conditions, this can be increased by an additional 3 AWTU.
- B. Credit for jumbo classes will be reimbursed on a 2 for 1 basis; that is, with the second jumbo a faculty member gets 3 AWTU. Jumbo teachers would have first crack at work-study money.
- C. All untenured faculty will have a 3/3 teaching load.



- D. All tenured faculty would initially request the workload on which they wish to be evaluated. This would be a short, but precise indication of how each faculty member wishes to focus his or her energies. One option would be to emphasize teaching, which would mean a 4/4 load, with modest research and service, which could be largely geared toward pedagogy or other teaching-related activities. A second option would be the balanced plan, a 4/3 load, in which teaching is primary, but a clear commitment to scholarship and perhaps service is included—this would imply a stronger professional or service commitment than currently required. Finally, faculty could opt for substantial and documented scholarly activity and carry a 3/3 load. The FAR form would be used to evaluate the success of each plan.
- E. All FERPs will teach a 4/0 or 2/2 load and have modest service required.
- F. All sabbatical leave recipients will owe the department 6 extra units at some time in the next two years after the leave or document substantial accomplishments during the leave.
- G. The department will use all non-instructional units effectively, e.g., POLS 130, 131X, 199s, 398s, etc.
- H. We will teach two super jumbos each year (two class credit + seminar).
- I. No double dipping. This whole plan depends on a collegial approach where everyone shares, perhaps not in total equality, but, at least, in close approximation of this goal.