

**DEPARTMENT OF POLITICAL SCIENCE  
WESTERN MICHIGAN UNIVERSITY**

**POLICY STATEMENT**

**PREAMBLE**

The Faculty of the Political Science Department of Western Michigan University, recognizing the larger University community and the harmony of purpose and character of the University and the Department, operates within the framework of the contract between Western Michigan University and the American Association of University Professors and of policies and agencies governing the entire University.

The Faculty affirms its responsibility and commitment to undergraduate and graduate students, research, community services, and the agencies of the Department established to implement these obligations.

The Faculty, in consultation with the Department Chair, has dominant direction of the discipline of political science, its professional members, curriculum and course instruction.

**I. THE DEPARTMENT**

1. In all departmental matters the source of recommendation is the Department assembled in regularly scheduled or special departmental meetings.
2. Those persons holding tenured or tenure-track appointments in the Department and other University personnel in administrative positions with tenure in the Department shall be members of the Department. The privileges of membership in the Department may be extended to other persons serving in adjunct or part-time positions in the Department.
3. Only Board appointed tenured or tenure-track Faculty, who do not hold administrative appointments and who are otherwise qualified, may vote on tenure and promotion issues, on Executive Committee membership, and on evaluations of the Chair.
4. Regular meetings of the Department shall be called each month during the Fall and Winter semesters by the Department Chair.
5. Special meetings of the Department may be called by the Department Chair or by a majority of the Executive Committee.

**II. DEPARTMENT CHAIR**

- A. The Political Science Department shall have a Chair who shall be the chief executive officer of the Department.
- B. The Faculty recommends that the Chair shall:
  1. Provide leadership to the Department in establishing departmental goals, curriculum development, promoting teaching excellence, and research, and providing guidance in personnel matters;

2. Coordinate the activities and manage the business of the Department;
3. Expand channels of communication within and beyond the Department;
4. Represent the Department in discussions to officers and agencies of the University; and
5. Perform all other duties normally expected of the Department Chair at Western Michigan University.

C. In case of the Department Chair's temporary incapacity, the Faculty recommends that as many of his functions as the Dean deems appropriate shall be exercised by the Chair of the Executive Committee in consultation with the Executive Committee.

D. Procedure for Nominating the Department Chair

1. During Winter Semester 1979 and thereafter whenever there is an unanticipated vacancy in the Department Chair or whenever it is determined by the Dean and the Department that there shall be an advisory election, the Department will recommend two names to the Dean for his consideration as follows:
2. In case of the death, resignation or removal of the Chair, an advisory election will be held within one calendar month of the vacancy unless said vacancy shall occur between April 1 and September 1 of any year. During this process, the Chair of the Executive Committee and such other Faculty as the Executive Committee may select, shall confer with the Dean.
3. The Department Chair shall be nominated by secret ballot by all tenured and tenure-track Board appointed Faculty, who do not hold administrative appointments, with the rank of Instructor or above who will be members of the Department the following academic year.
4. The names of all tenured and tenure-track departmental members will appear on a first ballot. Nomination will be by sixty percent of those participating. This ballot will also provide for formal abstention and the exercise of this option will be considered as a form of participation.
5. If there is no nomination on the first ballot, the top three names will appear on a second ballot. Nomination is by sixty percent of those participating. As with the first ballot, provision is to be made for formal abstention.
6. If no nomination results, then the second ballot stage described in II.D.5 is to be repeated without the provision for formal abstention. If no one receives sixty percent of the votes cast, a run-off shall be held between the top two candidates.
7. A second nominee shall be selected using the same procedures used above (II.D.4 through II.D.6), with the proviso that the name of the nominee selected in the first round shall not be included.

8. A third round will be conducted and will consist of a run-off between the nominees selected in the first two rounds. The ballot totals for each will be reported to the Dean. During this process, the Chair of the Executive Committee and such other faculty as the Executive Committee may select, shall confer with the Dean.

E. The Department shall evaluate the performance of the Department Chair every fifth year in a manner which permits the results to be used in the University's five-year review of the Chair. The Department retains the prerogative to conduct interim evaluations. Completed forms shall be evaluated by the Executive Committee, excluding the Department Chair, and summaries shall be sent to the Chair, the Dean, and the Faculty of the Department, including recommendation for retention or removal from office.

### III. EXECUTIVE COMMITTEE

- A. The Faculty recommends that there shall be a departmental Executive Committee composed of four Faculty and the Department Chair ex-officio.
- B.
  1. The members of the Executive Committee shall be chosen by secret ballot. Only members eligible to vote in elections for the Executive Committee may be elected to the Executive Committee.
  2. The departmental Secretary shall conduct the election each year between the regular March and April meetings of the Department.
  3. One ballot shall contain, in two separate lists, the names of all eligible members of the Faculty.
    - a) List one shall include the names of all Professors;
      - 1) A Professor receiving a majority of votes shall be elected.
      - 2) In case no Professor wins on the first ballot, a run-off election between the two top candidates shall be held
      - 3) The Professor so elected shall be Chair of the Executive Committee.
    - b) List two shall contain the names of all members except professors.
      - 1) A person who wins a majority of votes shall be elected.
      - 2) If no one wins a majority on the first ballot, a run-off shall be held between the two top candidates.
  4. A second ballot shall list all eligible members of the Faculty except the persons elected under 3 above.
    - a) Electors shall vote for two candidates.
    - b) Any person winning a majority vote shall be elected.

c) In case no candidate wins or one candidate wins, a run-off election shall be held between the two top candidates for each unfilled vacancy.

5. When vacancies occur during the year they shall be filled for the remainder of the term by an election at the next regular meeting of the Department.
  6. The term of office shall be one year, from May to April.
  7. Members of the Executive Committee can be elected to no more than two consecutive terms.
- C. In consultation with the Chair:
1. The Executive Committee shall choose a Secretary from among the elected members who shall also serve as Secretary for the Department;
  2. Meetings of the Executive Committee may be called by the Chair of the Executive Committee.
- D. In consultation with the Chair, The Executive Committee shall:
1. Prepare the agenda for Department meetings. The agenda shall be subject to approval or amendment by the Department as the first order of business;
  2. Discuss all important aspects of departmental business including personnel, sabbaticals, leaves of absences, curricula, scheduling, workloads, budgeting, travel funds, and committees;
  3. Provide initiative, innovation and critical evaluation of department activities;
  4. After each of its meetings, circulate to the Department the topics which were discussed;
  5. Recommend recruitment priorities and assist the Chair in the recruitment process of new faculty in consultation with a majority of the faculty and with faculty members teaching in the designated recruitment areas (all recommendations for recruitment or an applicant must be presented to the faculty of political science in a regular meeting, or a special meeting called for that purpose); and
  6. Perform such other functions as the Chair may, from time to time, assign to it.

#### **IV. COMMITTEES**

##### **A. Tenure Committee**

1. There shall be a Department Tenure committee, consisting of all tenured Faculty of the Department eligible to vote.

2. The Faculty hereby accepts as principle the professional obligation of all eligible tenured Faculty to participate in the selection of tenured colleagues. The Chair of the Department Executive Committee shall be the Chair of the Tenure Committee, if he/she is tenured. If not, the Chair shall be the senior full professor on the Tenure Committee.
3. The Committee shall review probationary faculty in those years specified by the WMU-AAUP Agreement. The Committee, however, may review candidates each year if it should so decide. Candidates shall be informed by the Committee at the time of appointment or at a regular biennial review if he/she is to be reviewed annually.
4. The candidate for tenure shall be responsible for submitting to the Department Chair an up-to-date file of relevant material such as a vita, publications, papers, syllabi, student and peer evaluation data, and any other exhibits the candidate wishes to have considered.
5. The Tenure Committee shall be convened by the Department Chair and thereafter meet on call by the Committee Chair.
6. In its deliberations, the Committee shall follow the principles, eligibility rules, criteria, procedures, and timetable regarding tenure as established by the Agreement between Western Michigan University and the WMU Chapter of the AAUP.
7. Candidates shall be considered in alphabetical order.
8. All votes on tenure taken by the Committee shall be by secret ballot and the totals shall be recorded for transmittal to the Department Chair. A positive recommendation to the Department Chair requires an affirmative vote of a majority of the tenured Faculty present and voting.
9. For all but final reviews, the Committee shall submit a letter on each candidate to the Department Chair and the candidate stating the reasons for recommending continuance, continuance with conditions, or termination. The Committee shall inform the candidate of its evaluation and expectations and provide the candidate with a brief statement of the reasons for any denial.
10. For final reviews, the Committee shall submit a letter on each candidate to the Department Chair and the candidate stating the reasons for recommending the granting or denial of tenure.
11. A candidate receiving a negative recommendation may appeal by writing a letter to the Chair of the Tenure committee who shall reconvene the Tenure Committee to hear the appeal. The Committee shall submit a letter to the Department Chair and the candidate containing a recommendation for the granting or denial of tenure and a brief statement of the reasons for the recommendation.

**B. Promotion Committee**

1. There shall be a Department Promotions Committee consisting of all Department Faculty who are eligible to vote and have a tenured or tenure-track appointment at or above the rank for which a candidate is being considered. Thus, in any given year there could in effect be three promotions committees, one for each rank. The Faculty hereby accepts as principle the professional obligation of all eligible Faculty to participate in the process leading to the promotion of colleagues. Faculty members otherwise qualified but ineligible to vote may participate in promotions meetings.
2. The Chair of the Executive Committee shall be the Chair of the Promotions Committee.
3. The candidate for promotion shall be responsible for submitting to the Department Chair an up-to-date file of relevant material such as a vita, publications, papers, syllabi, student and peer evaluation data and any other exhibits the candidate wishes to have considered.
4. The Promotions Committee shall be convened by the Department Chair and thereafter meet on call by the Chair of the Promotions Committee.
5. Candidates shall be considered in alphabetical order within each rank.
6. In its deliberations, the Promotions Committee will be guided by the criteria contained in the Agreement between Western Michigan University and the WMU Chapter of the AAUP. In addition, the Faculty wishes to add under Judgmental Criteria, Service, the following:

"governmental and political activity would be professionally relevant for a political scientist."
7. All votes on promotion shall be by secret ballot and the totals shall be recorded for transmittal to the Department Chair. A positive recommendation to the Department Chair requires an affirmative majority of the eligible Faculty present and voting.
8. The Committee shall submit a letter to the Department Chair stating its reasons for recommending candidates for promotion. The candidates submitted shall be placed in priority of preference by full Professors on the Promotions Committee.
9. Candidates will be notified of the Committee's recommendations by letter from the Chair of the Promotions Committee. The letter will include a brief statement of the reasons for any recommendation against promotion.
10. A candidate receiving a negative recommendation may appeal by writing a letter to the Chair of the Promotions Committee who will reconvene the Promotions Committee to hear the appeal. The Committee shall submit a letter to the

Department Chair stating the reasons for its recommendation resulting from the appeal and making any adjustment in the priority of preference which may be required.

11. The Chair of the Promotions Committee shall inform the candidate of the reasons for its recommendation resulting from the appeal.
12. At the conclusion of all of the above, the Chair of the Promotions Committee shall submit letters to the College Promotions Committee stating the reasons for recommending candidates for promotion.

### **C. Other Committees**

1. The Faculty of the Department recommends to the Department Chair that the following standing committees be established.
  - a) The Graduate Committee. This committee shall report to the Department, for recommendation to the Department Chair, all proposals related to the graduate program, including the development of new programs and courses, and changes or eliminations of existing ones.
  - b) The Undergraduate Committee. This committee shall report to the Department, for recommendation to the Department Chair, all proposals related to the undergraduate program, including the development of new programs and courses, and changes or elimination of existing ones.
  - c) The Merit and Workload Committee. This committee shall report to the Department any recommendations regarding merit and workload, including proposals for new or modified standards and procedures. It shall also participate in the application of the standards upon which merit and workload recommendations are based. Merit recommendations will be made in accordance with criteria and procedures adopted by the Department as contained in the document entitled Merit Recognition Policies, Procedures and Criteria. The Merit Committee will recommend to the Dean and the Provost and Vice President for Academic Affairs specific individuals and specify the amount of merit money to be awarded.
  - d) The Honors Committee. This committee shall report to the Department, for recommendation to the Chair, on all matters related to the honors program.
  - e) The Professional Activities Committee. This committee shall report to the Department, for recommendation to the Chair, on all activities which promote the professional growth of the Department and its faculty.
2. It is recommended that all standing committees shall consist of at least three Faculty members. The Executive Committee shall discuss with the Department, for recommendation to the Department Chair, the membership of the committees.

3. The Faculty of the Department may recommend the establishment of other standing and ad hoc committees.

#### **V. THE INSTITUTE OF GOVERNMENT AND POLITICS**

1. The Institute of Government and Politics is an agency of and is subject to the authority of the Department of Political Science.

2. The Executive Committee of the Department serves as liaison between the Department and the Institute of Government and Politics, and recommends the Institute's administrative officers.

#### **VI. POLITICAL SCIENCE STUDENT PARTICIPATION**

The Department is committed to the participation of Political Science students in departmental affairs at points of mutual advantage and consistent with University policy.

#### **VII. AMENDMENTS**

Recommendations to amend this Policy Statement may be considered only at a special meeting of the Faculty called for this purpose. A recommended amendment must be approved by two-thirds of the Faculty present and voting.

As approved by the Department,

4/17/78

Amended 4/1/80, 2/8/89

sm/policy 8/18/92

## **Department of Political Science Workload Policy Statement**

Adopted by the Department on October 14, 1998

### **The Larger Framework:**

This Workload Policy Statement has been developed pursuant to the Agreement between Western Michigan University and the WMU Chapter of the American Association of University Professors, Sept. 6, 1996 - Sept. 6, 1999, with special reference to Article 42 and Appendix A.

It recognizes that the specific workload goals specified below must be interpreted and implemented within the larger framework of the Department's obligations: 1) to offer such courses as are required for its academic programs; 2) to offer a reasonable number of sections each semester and session; and 3) to generate reasonable student credit hour production.

### **Workload Goals:**

- To provide equitable workloads between bargaining unit faculty while recognizing their diverse contributions;
- To provide a two course per semester teaching load for first year bargaining unit faculty;
- To move from the long-standing current normal teaching load of three courses per semester towards a reduced teaching load for bargaining unit faculty with a general preference given to the following categories (in order of preference): untenured faculty engaged in scholarly activities, grants, and/or professional service; and tenured faculty engaged in scholarly activities, grants, and/or professional service.

### **Currently Recognized Assigned Time:**

The assignments listed below will continue to be recognized as part of that person's regular workload prior to the application of any recommendations coming from the workload system.

- Director of the Graduate Program - 3 credits per semester and 3 credits for Spring/Summer.
- Director, Master of Development Administration Program - 3 credits per semester.
- Director of the Institute of Government and Politics - 3 credits per semester.
- Director of the Capital and Local Internship Program - 3 credits per semester.
- Teaching a large class with multiple sections - 3 credits per semester.

### **The Workload System:**

The workload system will be based upon workload points awarded each semester for the various types of professional and service activities listed below. Each semester newly awarded and any accumulated workload points and/or debits will be totaled to make recommendations regarding the amount of assigned time for each bargaining unit member. Credit hours taught plus assigned workload points shall normally total twelve each semester (cf. Article 42.6). Unused points will be carried over each semester until they are used. Each semester and prior to the next round of class scheduling, the Chair will total up the past and projected points for each faculty member and share them with the Workload Evaluation Committee (WEC). The WEC will then review any requests for points for past or proposed professional and service activities in light of the past record of the faculty members involved, determining the appropriate number of points to be awarded. On the basis of the workload points awarded and carried over, each faculty member will be ranked in terms of their total. Recognizing and working within the larger framework of the department's obligations and workload goals and preferences (above) the WEC will make recommendations to the Chair on assigned time. In moving towards a reduced teaching load for untenured faculty, the WEC will generally seek to have all untenured faculty at a given target level for teaching before recommending any lighter individual teaching loads for that group. Also, it is understood that based on their point totals, some tenured faculty may have teaching loads at the target level recommended for them prior to all untenured faculty reaching that level.

The Workload Evaluation Committee shall be the bargaining-unit members of the Executive Committee of the Department. The committee shall meet at least once each semester to determine a target level for teaching loads, to consider and award points, and to make recommendations on assigned time and teaching loads as indicated above. It shall also conduct a review of this policy after the first year of operation and make any recommendations for change to the Department. Thereafter, it shall review the operation of the policy periodically.

Professional and service activities recognized for points. For certain activities a fixed amount is to be awarded—as indicated below. With others—indicated with WEC—a request describing the activities and/or services is to be made to the Workload Evaluation Committee for a determination of the amount of points to be awarded that semester (within the listed maxima). If points for scholarly activities and/or grant activities have been previously awarded, any additional requests shall be accompanied with a report on the results. If there are any especially significant professional and service activities that fall outside this policy which a faculty member feels are worthy of points (e.g., publications for which no research or writing points have been previously awarded) she/he may submit a request for points to the WEC for their consideration and evaluation.

*Scholarly Activities* (for research and writing, but not completed publications):

-amounts determined by WEC based upon faculty requests. Maximum of 3 points per semester.

*Grants* (for writing external grants and implementing external and internal grants):

-amounts determined by WEC based upon faculty requests (if the grants do not involve Appendix A of the contract). Maximum of 3 points per semester.

*Professional service* (such as elected officials of a professional association; membership on a major national review panel or committee; holding public office, etc.):

-amounts determined by WEC based on faculty requests. Maximum of 3 points per semester.

*Teaching-related activities:*

-each 40 students taught above the average departmental course load (does not apply to those teaching large classes with multiple sections) - 1 point.

-each 600 level course - 1 point.

-each new course preparation - 1 point.

-three different course preparations in any given semester - ½ point.

-chair of an active PhD dissertation - up to 3 points/academic year with an overall maximum of 6 points (WEC).

-member of an active PhD dissertation committee - ½ point/semester (maximum of 2 points) (WEC).

-chair of an active MA thesis - 1 point/semester (maximum of 3 points) (WEC).

-chair of an active Honors thesis - ½ point.

-chairs and members of comprehensive exam committees - ½ point.

-directing individual internships (390) - 1 point per six interns.

-directing independent studies (598, 710, and 712) - ½ point per three credit hours completed.

-extensive advising - those advising make a request for points to the WEC (maximum of 2 points per academic year).

*Departmental, College, and University service activities (per academic year):*

- Chair of the Executive Committee - 3 points.
- Chair of the Graduate Committee - 2 points.
- Chair of the Undergraduate Committee - 2 points.
- member of the Executive Committee - 2 points.
- Chair of the Honors Committee - 1 point.
- member of the College Curriculum Committee - 2 points.
- member of the College Promotion Committee - 1 point.
- other major departmental, college, and university service activities - maximum of 3 points. (WEC)

*Recruiting activities and trips:*

- trips to organize or conduct recruiting activities at other colleges and universities -  
½ point per trip.

Notes:

If a scheduled course is canceled by WMU by the end of drops and adds, the hours scheduled will count as a debit to be made up in subsequent semesters.

Faculty with joint appointments in other departments or programs shall have activities comparable to those above included in their departmental totals (assuming that they are not given credit elsewhere).

A set of workload policy implementation procedures will be developed and approved by the Department to work out the various details of carrying out this policy. This will include timetables, deadlines, guidelines for requests for workload points, expectations and accountability for scholarly and grant activities for which points are awarded, determination of when the transition from non-tenured to tenured status occurs in terms of workload scheduling etc.