

Bylaws of the Department of Government Georgetown University

*[Initial Approval by Department: May 16, 2002;
Approval with Dean's comments/suggestions: September 13, 2002]*

Set forth below are the Bylaws of the Department of Government. The department acknowledges that the most recent *Faculty Handbook* is and remains the principal contractual document that governs the officers of instruction at Georgetown University. No provision in these bylaws supersedes or is intended to supersede the rules and regulations in the most recent *Faculty Handbook*.

I. Faculty

A. Academic Ranks

Academic ranks within the Department are defined in accordance with those outlined in the relevant sections of the most recent *Faculty Handbook*.

B. Membership

1. General Provisions

Department faculty shall consist of those members of the Ordinary faculty whose budget line is in the Department and those individuals holding joint appointments in the Department in accordance with the procedures set forth in the most recent *Main Campus Guidelines on Joint Appointments*. All such members of the Department shall have full voting privileges, and shall hereafter be referred to as "members of the Department."

2. Departmental Procedure for Approval of Joint Appointments

After consulting the members of the Department and determining that there is widespread and very strong support for a candidate for a joint appointment, the Chair shall ask the appropriate Field to consider the candidate. Upon the recommendation of the Field, the Department shall deliberate and vote upon the candidate for joint appointment.

II. Departmental Administration

A. Department Chair

1. Responsibilities of the Chair

The responsibilities of the Chair shall include those enumerated in the relevant sections of the most recent *Faculty Handbook*.

2. Selection of the Chair

In accordance with the regulations outlined in the relevant provisions of the most recent *Faculty Handbook*, the Chair shall be appointed by the President upon the recommendations of the Department and the relevant academic officers. The Department shall make its recommendation in accordance with the following procedure:

- a) The immediate Past Chair of the Department shall canvass members of the Department to solicit their views on potential candidates for Chair. This shall take place informally at the beginning of the final semester of the current chair's tenure.
- b) The immediate Past Chair shall provide this information to the Executive Committee.
- c) The Executive Committee shall present the name of a candidate or candidates to the Department for consideration.
- d) The Department shall consider the candidates presented by the Executive Committee and other candidates that may be nominated by other members of the Department.
- e) The Department shall select its recommended candidate at a regular department meeting by a majority vote through secret ballot.

3. Term of Office

Upon recommendation of the Dean and the Provost the University President shall appoint the Chair to a three-year term, unless otherwise determined by the President. The Chair may be re-appointed in accordance with the same procedure used for the initial appointment.

B. Director of Undergraduate Studies

The Director of Undergraduate Studies shall be responsible for overseeing the undergraduate Government Major and coordinating the undergraduate advising. The Director of Undergraduate Studies shall be appointed by the Chair on an annual basis and may be re-appointed. All regular Department faculty are eligible for these positions.

C. Director of Graduate Studies

The Director of Graduate Studies shall be responsible for overseeing the Ph.D and M.A. programs in the Department and coordinating the graduate advising. The Director of Graduate Studies shall be appointed by the Chair on an annual basis and may be re-appointed. All associate and full professors are eligible for this position.

D. Ombudsperson

The Departmental Ombudsperson shall be available to assist students with concerns about departmental faculty that may arise. The Ombudsperson shall be appointed by the Chair on an annual basis and may be re-appointed. All full professors in the Department are eligible for this position. All full professors are eligible for this position.

E. Field Chairs

The Chair shall appoint Chairs for each of the fields in the Department – American Government, Comparative Government, International Relations, and Political Theory. The Field Chairs shall coordinate the activities of their respective fields. The Field Chairs shall be appointed by the Chair on an annual basis and may be re-appointed. All associate and full professors are eligible for this position.

F. Other Departmental Officers

The Chair may appoint other departmental officers as necessary.

III. Committees

A. Standing Committees

1. The Executive Committee

The Executive Committee shall assume responsibility for advising the Chair on departmental matters. It shall consist of the Director of Undergraduate Studies, the Director of Graduate Studies, the Field Chairs, and other such individuals that the Chair may appoint. Members will be appointed by the Chair on an annual basis and may be re-appointed.

2. Merit Review Committee

The Merit Review Committee shall be responsible for determining, in accordance with the *Department Policy on Merit Review*, the merit points to be allocated to faculty for their teaching, scholarship, and service. The Committee shall consist of two faculty members from each rank and the Chair of the Department, who shall also chair the Committee. The Committee members shall be nominated by the Chair annually and elected by a simple majority vote of the Department.

3. Admissions and Fellowships Committee

The Admissions and Fellowships Committee shall be responsible for making recommendations to the Graduate School regarding the admission of graduate students and the awarding of graduate fellowships. The Chair shall select the committee for a term of one year.

B. Other Committees

The Chair may establish other committees, including search committees, as are necessary.

IV. Representation in Governing Bodies

In accordance with the rules set out in the relevant pages of the most recent *Faculty Handbook*, all faculty members have the right to participate in the governance of the University. The selection of members to the Main Campus Executive Faculty shall occur in accordance with its Constitution. The selection of members to the College Executive Council shall occur at the first meeting of the regular academic year; members will be elected by a majority vote and in accordance with its Constitution.

V. Faculty Meetings

A. Regular Meetings

The department shall hold at least two faculty meetings each semester.

B. Special meetings

Special meetings of the faculty may be convened by the Chair as needed, either at the Chair's initiative or by the request of five or more faculty members.

C. Meeting Procedures

The Chair will set the agenda for all regular meetings in consultation with Ordinary faculty. A quorum shall consist of 40 percent of all voting members of the Department. The most recent edition of *Roberts' Rules of Order* will govern parliamentary procedure, except in cases countermanded by these Bylaws, the *Faculty Handbook*, or other established University regulations. Unless otherwise provided in these Bylaws, all decisions of the Department will be made by a simple majority vote of all members present and voting.

VI. Tenure and Promotion

The department shall be governed by the rules and policies regarding tenure and promotion contained in the relevant provisions of the most recent *Faculty Handbook*.

VII. Merit Review

The Merit Review procedures for the Department are set forth in the *Departmental Policy on Merit Review*.

VIII. Ratification and Amendment

A. Ratification

These Bylaws will be ratified by a two-thirds vote of all members, not on leave or sabbatical, of the Department present and voting at either a regular or special meeting of the department.

B. Amendments

These Bylaws may be amended by a two-thirds vote of all members, not on leave or sabbatical, of the Department present and voting. An amendment may be proposed in writing by any member of the Department at a regular or special meeting and must be considered at a subsequent meeting to be held no earlier than one month after it was proposed.