

## **Department of Political Science**

### **Department Bylaws**

As adopted on 6/6/24.

As a unit of the Krieger School of Arts and Sciences (KSAS), the Department of Political Science is governed by the policies set out in the KSAS Faculty Handbook, and other rules and regulations of Johns Hopkins University. These bylaws (Bylaws) are supplementary to those documents.

#### **Article I: Membership**

##### *Section I.1. Members*

All faculty with active tenure-track appointments or joint tenure-track appointments in the Department, and all full-time teaching and research track faculty (TRT) in the Department, are regular voting members with equal rights of participation, except as such rights are explicitly abridged or restricted by the Bylaws. “Member” means regular voting member unless otherwise explicitly indicated.

##### *Section I.2. Voting*

Only tenured faculty may vote on tenure cases and only full professors may vote on cases for promotion to that rank.

#### **Article II: Administrative Roles**

##### *Section II.1. Department Administration*

The Chair (Chair), the Director of Graduate Studies (DGS), the Director of Undergraduate Studies (DUS), and the subfield coordinators oversee the administration of the department, along with such other officers as the department may choose to establish. These officers perform the duties prescribed by the Bylaws, the parliamentary authority adopted by the Department, and the university. The Chair, DGS, and DUS will strive for transparency with Members of the department in administrative meetings and correspondence related to their respective positions, and will work toward a sense of community and inclusivity among faculty, students, and staff.

##### *Section II.2. Chair*

When a Chair’s term of three years is due to end, the department will choose a tenured faculty member by a secret ballot of tenure-track and TRT faculty to be recommended to the Dean as the next Chair. Ordinarily, candidates for chair will be full professors. The position of chair will come with a two-course release for every academic year in which a faculty member serves in such a capacity.

Prior to the vote, the Chair will appoint an ad hoc committee of two senior faculty members (full professors) to canvass voting faculty about support for all potential eligible candidates, including a current chair who wishes to be considered for a consecutive term. [The most senior TRT faculty, who will canvass their peers, will consult with these two faculty members to ensure the preferences of TRT faculty are represented in the search]. The ad hoc committee will report the name(s) of candidates for chair to the Coordinating Committee [see Section II.6 below] who will then confirm eligibility to serve as chair and distribute a list of candidates for a department vote. Three or more voting members of the department may request that the current Chair hold a meeting where the candidate(s) for chair discuss the future of the department and answer questions from the faculty. It is the responsibility of the current Chair to schedule and chair this meeting so long as the request is made at least one week prior to the secret ballot.

The Chair represents the collective decision making of the department and coordinates with the relevant Vice Dean on the administration of the department. The Chair is expected to consult the faculty on matters and decisions that pertain to the administration of the department, and any Member can also move for a meeting and/or discussion on matters of disagreement to facilitate collective decision-making on any such matter. The Chair will report on administrative meetings in which they represent the department in a timely manner, and create occasions for discussion on significant and relevant matters with Members of the department. The Chair will also strive for transparency with Members of the department in administrative correspondence, within the boundaries of what can rightfully be shared.

The Chair is responsible for maintaining sound working relationships between staff and faculty, and between staff and students in the department. The Chair works closely with the department administrator to ensure that department facilities and necessary resources are in order. While the Chair is ultimately responsible for sound management of department finances, the Chair has the responsibility to ensure transparency in resource allocation by making the department's extant operating budget available to faculty Members of the department on a semesterly basis. The Chair will discuss any significant expenditure of department resources with faculty Members. The Chair ensures that leave planning for faculty protects faculty Members' progression toward promotion and ensures the fulfillment of departmental administrative responsibilities and core teaching needs.

The Chair will canvas eligible faculty for their interest and availability to serve the department as the DGS and DUS. Such appointments will be made with attention to regular and equitable rotation among eligible faculty. These responsibilities ought to be met by tenured faculty. Untenured faculty who have passed their fourth-year review and TRT faculty can be considered only if necessary. This function comes with a course release for every academic year in which a faculty member serves in such a capacity.

### *Section II.3. Graduate Program*

The DGS coordinates directly with the Chair on graduate affairs and oversees the department's graduate program, and with the support of the Graduate Program Administrator and the Placement Director ensures the provision of regular opportunities for graduate professionalization, and the allocation of graduate teaching responsibilities in coordination with

the Chair and DUS as necessary. This function comes with a course release for every academic year in which a faculty member serves in such a capacity.

#### *Section II.4. Undergraduate Program*

The DUS coordinates directly with the Chair on undergraduate affairs and oversees the department's undergraduate program and is responsible for overseeing the adequacy of course offerings, managing the faculty advising system, enabling student access to research opportunities, reviewing requirements for the major, and facilitating interaction with departmental faculty, in coordination with the Chair and DGS as necessary. This function comes with a course release for every academic year in which a faculty member serves in such a capacity.

#### *Section II.5. Subfield Coordinators*

The subfield coordinators serve as liaisons between their respective subfields and the Chair. They coordinate graduate admissions and comprehensive exams within their subfields, serve as points of contact with graduate students in their subfields, and call subfield meetings when there is relevant business to address. This function comes with a course release for every academic year in which a faculty member serves in such a capacity. All tenured faculty members are eligible to serve as subfield coordinators for a one-year renewable term and are selected by the subfield in consultation with the Chair.

#### *Section II.6. Coordinating Committee*

The Coordinating Committee includes the subfield coordinators from American Politics, Comparative Politics, International Relations, and Political Theory, a representative of TRT faculty, as well as the Directors of Graduate Studies and Undergraduate Studies, and the Diversity Champion. This committee advises the Chair on departmental policy and administration by liaising with their respective subfields. It is the responsibility of the chair to call periodic meetings.

### **Article III: Meetings and Deliberations**

#### *Section III.1. Meetings and Quorum*

Regular meetings are held once a month during spring and fall semesters. Department meetings will be held in person whenever possible, but virtual attendance will always be an option available to those who need to attend remotely. At the beginning of the meeting the chair will take a roll call to ensure there is a quorum (50% + 1 of relevant members of faculty not on leave and report which attendees are present, physically or remotely.

All department deliberations are confidential.

Meeting dates are set and announced by the Chair, and agendas circulated, at least one week in advance. Members may add items to the agenda by notice to the Chair at least 24 hours in advance or by raising them as new business. A Member is deemed to have attended a meeting if attending virtually.

From time to time, the department administrator and other staff may attend certain portions of department meetings at the discretion of the Chair.

A graduate student representative selected by the PGSO will be permitted to attend portions of department meetings devoted to public reporting and discussion as established by the department Chair and DGS. Agenda items of relevance to the graduate program will be shared in advance with this representative, and meetings will accommodate expression of graduate concerns.

### *Section III.2. Special Meetings*

Special meetings are called by the Chair, or at the request of three or more Members of the department, as needed to discuss special or urgent business. Except in emergencies, special meetings are announced at least one week in advance.

### *Section III.3. Minutes*

The minutes of each regular or special meeting, recorded by a secretary appointed by the Chair, are distributed to voting Members promptly after the conclusion of that meeting. The minutes will record all substantive discussion, those present at the meeting, and the votes taken at a meeting. Members are responsible for promptly registering any necessary revisions to the minutes. The role of meetings secretary will be regularly rotated among faculty. At the outset of each meeting, Members will vote to approve the previous meeting's minutes.

### *Section III.4. Deliberations and Voting*

Methods of voting include deliberations that arrive at a consensus among Members, straw poll voting, email voting, and anonymous voting, including through the submission of the ballots a few days after the meeting. Any Member can call for a vote or, specifically, an anonymous vote, on any matter aside from tenure and promotion, which would require a motion with a simple majority vote. The Chair will pay heed to evidence of difference and disagreement and strive to enable Members to express contrary points of view.

For specific agenda items that require deliberation in department meetings, only faculty present at the meeting are eligible to vote. The Chair will ensure that items are marked as such when sending out the agenda. In general, the Chair will strive to enable all Members to deliberate and vote on departmental matters.

### *Section III.5. Tenure and Promotion Quorum and Voting*

For tenure and promotion meetings, where the matter of discussion and deliberation is particularly consequential, all eligible members are expected to attend. For these purposes, quorum is set at two-thirds of eligible faculty members not on leave.

To ensure thorough consideration of the merits of the case, eligible faculty members will submit their vote at a second meeting, which requires a quorum of two-thirds of eligible faculty members. Faculty members who attended at least one of the two meetings are eligible to vote. Faculty can motion to forego a second meeting when further deliberation is deemed unnecessary. This motion requires a two-thirds majority vote.

## **ARTICLE IV: Faculty Searches**

### *Section IV.1. Best Practices*

All department searches and hiring will follow best practices and procedures of Johns Hopkins University.

### *Section IV.2. Regular Searches*

On an annual basis, Members of the department will discuss and update a hiring plan for new appointments to lines authorized by the Dean. The Chair reports on any ongoing searches in other departments or programs that would involve joint, associated or affiliated positions in the Department.

If authorization for an open search (understood as one of the lines emerging from the department hiring plan and authorized by the dean), the Chair will canvass interested faculty Members and those with relevant expertise to participate on the search committee. The Chair will then select a search committee chair. Members of this search committee are expected to participate actively throughout the search process, including all committee deliberations and candidate interviews. The Chair of the Department is an ex officio member of all open search committees. In rare instances, and only if necessary, the Chair of the Department will chair a search committee.

The committee creates a search plan, including the text of the job advertisement, and submits it for approval by vote to all Members, before it is submitted for approval to the relevant Vice Dean.

### *Section IV.3. Ad hoc Searches*

In cases that are not initiated from within the department (e.g., target of opportunity, spousal hires, joint appointments, and the like), the Chair, in consultation with the coordinator of the subfield with the most appropriate fit, forms a committee drawn from members of the subfield and other faculty with relevant expertise. This committee will produce a report to inform the members of the subfield about the candidate. The deliberations of the subfield will then be relayed to the whole department, which will decide on whether to extend an invitation to interview to the candidate, subject to the Dean's approval.

### *Section IV.4. Transparency*

At every stage of the search process, faculty Members should be transparent about any personal or professional conflict of interest regarding potential candidates. When there is a potential or perceived conflict of interest arising from a close professional relationship with a candidate of interest in any stage of the search process, faculty Members may participate in deliberations but should recuse themselves from voting on the candidate pool at that stage.

### *Section IV.5. Open Search*

In an open search initiated by the department, after the applications are reviewed, preliminary interviews may be arranged for as many promising candidates as is feasible, or—in the case of externally initiated hires—for the candidate(s) under consideration.

#### *Section IV.6. Short List*

In the case of open searches initiated by the department, the committee creates a ranked short list of finalists and alternates for consideration of all faculty Members. At a faculty meeting, the finalists and the arguments for their selection are discussed. Once the final short list of candidates is determined, faculty members vote (by secret ballot) to elevate the (unranked) list to the Dean for campus interviews.

For tenured and tenure track searches, TRT faculty may participate in the discussion but cannot vote.

If the committee identifies no candidates of exceptional distinction or promise, further candidates may be sought.

#### *Section IV.7. Candidates' Files*

The application files of all candidates and more complete files of the finalists, including their publications, are made available to all Members, who are expected to familiarize themselves with the credentials and publications of the finalists.

#### *Section IV.8. Finalists*

The Chair proposes the finalists to the Dean for consideration and, if they are approved, invites them to campus, where they make presentations to the department. They are interviewed by the Chair, search committee members, interested faculty Members, and the appropriate Deans, and have an opportunity for conversation with interested graduate students.

#### *Section IV.9.*

An effort is made to inform Members on leave or otherwise not in residence of any searches and to provide materials for them to consider, where feasible. Members who cannot attend the meeting may submit absentee ballots, but no such votes are accepted after the meeting. The votes on appointments are secret. The Chair forwards the Department's recommendation to the Dean, including the results of the vote and the report of the search committee.

### **ARTICLE V. TENURE AND PROMOTION**

#### *Section V.1. Appointment or Promotion Report*

For any candidate proposed for appointment or promotion to a tenured faculty position, the Chair will appoint an internal committee to write a report on the candidate's research, teaching, and service. This committee should include at least one person from the candidate's subfield and at least one person from outside of the subfield. The report should include a summary of the candidate's work, contribution to the field, and contribution to departmental service and strategic

goals of the department. This committee reports on the candidate but does not issue a recommendation, i.e., it is for informational purposes only.

### *Section V.2. Circulation of Report and Dossier*

The Chair then circulates the report to eligible voting faculty of the department, jointly with the candidate's dossier. The department then votes on whether to continue the promotion process. For tenure and promotion meetings, quorum amounts to two-thirds of eligible faculty members who are not on leave.

### *Section V.3. Letters, Meeting, and Deliberation*

The Chair receives the letters and distributes them alongside the updated dossier and the rest of the materials generated about the case (including the initial report). The Chair schedules a meeting and requests an RSVP to ensure the two-thirds quorum will hold. To ensure thorough consideration of the merits of the case, eligible faculty members will submit their vote at a second meeting, which requires a quorum of two-thirds of eligible faculty members. Faculty members who attended at least one of the two meetings are eligible to vote. Faculty can motion to forego a second meeting when further deliberation is deemed unnecessary. This motion requires a two-thirds majority vote.

## **ARTICLE VI. AMENDMENT OF THE BYLAWS**

The Bylaws may be amended at a regular or special meeting by a two-thirds vote among all voting Members. Proposed amendments must be circulated in writing at least one week in advance of such a meeting. Absentee votes on proposed bylaws changes are accepted before the meeting at which they are considered, or promptly thereafter.