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1-INTRODUCTION

1.1 - BYLAWS

1.1.1 AUTHORIZATION
Department bylaws are authorized by section 8 of the bylaws of the College of Liberal Arts, and by Section 1.1.1 of the bylaws of the University of Nevada, Reno.

1.1.2 SCOPE
The bylaws provide for the administrative structure and personnel policies and procedures for the department of Political Science, and shall be consistent with the college and the university bylaws, the NSHE Code, the laws of the state of Nevada and the United States, and Affirmative Action/Equal Opportunity policies.

1.1.3 ADOPTION
These bylaws shall be adopted and in full force upon: 1) a secret ballot in which two-thirds of the active faculty (as defined in section 3.1 below) must vote and two-thirds of those voting must vote yes, and (2) approval of the dean of the college and the president.

1.1.4 AMENDMENT
Any member of the department’s continuing faculty may propose amendments to these bylaws. Proposed amendments shall be submitted in writing to the chair and shall be distributed to the continuing faculty at least five working days before they are discussed in a faculty meeting. An amendment shall be in full force upon: (1) a secret ballot in which two-thirds of the active faculty (as defined in section 3.1 below) of the department must vote and two-thirds of those voting must vote yes and (2) approval of the dean of the college and the president.

1.1.5 SUSPENSION
Any member of the continuing faculty may propose that a portion of the bylaws be suspended. Any such proposal shall be submitted in writing to the chair and distributed to the continuing faculty at least five working days before it is discussed in a faculty meeting. For the proposal to be approved, two-thirds of active faculty of the department must vote and two-thirds of those voting must vote yes.

1.1.6 INTERPRETATION
Should one-third of the continuing faculty question the interpretation of these bylaws, the department may seek a ruling from the dean of the college. Should a majority of the continuing faculty disagree with the dean's ruling, the department may appeal to the provost for a final ruling.

2- MISSION
The mission of the department of Political Science shall be to pursue and disseminate research into political institutions, processes and belief systems. The department strives to deliver high-quality undergraduate and graduate programs, conduct research leading to publication shared with the discipline, and to be actively involved in service for the university, profession and
3- THE DEPARTMENT

3.1- FACULTY

3.1.1 COMPOSITION OF THE DEPARTMENT

a. The department of Political Science is composed of all continuing faculty members with a primary assignment in the department of .50 FTE or more as described in section 22 of the UNR Bylaws and section 16 of College of Liberal Arts Bylaws. Each shall have an equal vote in department elections, in hiring decisions, and on matters of policy except as may be limited by these bylaws (section 6) or the bylaws of the College and University, or by NSHE CODE. For matters of voting, “active faculty” includes all continuing faculty not currently on formal leave. Unless otherwise specified in these bylaws, a simple majority vote of the active faculty shall be sufficient to approve matters brought before the continuing faculty for a vote. Faculty on formal leave or sabbatical may vote should they choose to do so and in doing so will be considered active faculty for the purposes of computing a simple majority vote. More specific details of faculty voting rights are discussed in Section 6 below.

b. As needed to carry out its mission, the department will hire contingent faculty on one-year contracts and/or instructors on letters of appointment. Individuals in these positions shall not have a vote in department elections, in the hiring of continuing faculty, or on matters of policy.

3.1.2 RESPONSIBILITIES AND ROLE STATEMENTS

The responsibilities of each faculty member “shall consist of an assigned combination of teaching, scholarly and creative activity, and service or professional development” (CLA bylaws section 18). Each faculty member will have a statement of professional responsibilities or role statement that documents these responsibilities and serves as the basis for annual evaluation (as specified in CLA Bylaws section 20). Faculty assignments typically reflect the priorities in the department’s mission statement. To carry out the necessary work of the department, continuing faculty are expected to serve actively on committees or perform tasks directly advancing the department’s goals every year unless they are on leave. Continuing faculty are also expected to serve on all tenure, reappointment, and promotion committees for which they are eligible. Under certain circumstances such as research grants, fellowships, and administrative assignments, faculty may negotiate variations on these norms as part of their annual role statements, but such variations should be tied to the life of the project or assignment and will not affect the department’s standards for tenure and promotion. The revised role statement should, to the greatest practical effect, include responsibilities in all areas.

3.2- MEETINGS

The continuing faculty shall meet at least once per semester, at a time scheduled so far as possible not to conflict with faculty teaching schedules. It shall meet as necessary during the fall
and spring semesters to discuss hiring priorities, budget, annual evaluation, curriculum, and other matters of policy. Any member of the continuing faculty may, upon submission of a written request to the chair at least 48 hours before the meeting, ask that discussion of a department issue be placed on the agenda for a forthcoming department meeting. Any member of the continuing faculty may, upon submission of a written request to the Personnel Committee, have the chair call a department meeting to consider any department issue. Upon acceptance of petition by a majority of the Personnel Committee, a departmental meeting shall be held within ten working days. Meetings shall occur only on contract days.

a. Agendas for faculty meetings shall be distributed in advance of the meeting. Annotated meeting agendas recording attendance and formal decisions made by faculty vote shall be kept on file in the department office.

b. A faculty member unable to attend a meeting may ask another member of the continuing faculty to vote on his or her behalf by proxy. Written proxy authorization must be submitted at the faculty meeting to which it applies.

c. Faculty meetings shall be run according to the most recent edition of Robert’s Rules of Order.

3.3- HIRING

3.3.1 CONTINUING FACULTY
Once the dean has approved the department’s request to fill a replacement or new continuing faculty position, the chair shall appoint a search committee from the continuing faculty to conduct a search for the best applicants to fill the position. The committee may include a nonvoting graduate student member. The committee shall advertise, recruit, screen and select applicants for interviews, make recommendations to the department concerning finalists to be brought to campus for interview, and then recommend a candidate for the position. The department’s vote on candidates shall be by secret ballot.

3.3.2 CONTINGENT FACULTY
Once the dean has approved the request to fill a contingent position, the chair shall appoint a search committee from the continuing faculty and contingent faculty to conduct a search for the best applicants to fill the position. The committee may include a nonvoting graduate student member. The committee shall advertise, recruit, screen and select applicants for interview, conduct phone interviews, and recommend a candidate for the position to the Chair. These hiring decisions need not be voted on by the active faculty. The department shall not hire an individual in a contingent position for more than a total of three years.

3.3.3 LETTERS OF APPOINTMENT
The chair shall hire instructors on letters of appointment as needed to meet the curricular goals of the department. These appointments need not be approved by the active faculty.
4- ADMINISTRATION AND COMMITTEES

4.1 DEPARTMENT CHAIR

In accordance with the UNR Bylaws, chairs of departments “as administrators shall be directly responsible to their supervisor or supervisors for the operation of their departments.” In accordance with chapter III, section 13.A of the Bylaws of the College of Liberal Arts, “Chairs and directors shall be responsible to the dean for implementing college policies and procedures, and responsible to faculty for implementing policies and procedures mandated by department or unit bylaws.” The department chair shall be an ex officio (and nonvoting) member of all department committees. The department chair shall discuss curricular, scheduling, budgeting, and planning issues with the faculty both in formal faculty meetings and with committees (as created) dealing with specific issues of departmental governance. He or she shall be responsible for administering all department budgets except those linked to the grant or contract activities of individual faculty. He or she is responsible (under applicable sections of College and University Bylaws and NSHE Code) for sending forward recommendations on promotion, tenure, reappointment, non-reappointment, annual evaluation and merit from the department.

4.1.2 APPOINTMENT

The continuing faculty shall recommend a candidate or candidates for department chair to the dean of the college, who in turn recommends a candidate to the provost, for final appointment by the president. The department chair serves for a period of three years. When a vacancy occurs in the office, the Personnel Committee shall seek nominations from the continuing faculty. Unless an alternative process is requested by the Dean, the Personnel Committee shall then distribute ballots to the continuing faculty for a confidential written vote. The nominee receiving the majority of votes shall be recommended to the dean. In the case of three successive tie votes, or votes which do not produce a majority candidate, the decision among the candidates shall rest with the dean who may direct a report from the faculty or Personnel Committee as desired. Under normal circumstances a chair may serve no more than two terms in succession. The term limit may be suspended by a two-thirds majority vote of the faculty.

4.1.3 REMOVAL

Should one-third of the continuing faculty at any time desire that the chair step down, they may upon written notification (five working days) to the continuing faculty call a meeting to vote upon the question. Should a majority of the continuing faculty in secret ballot vote affirmatively, the recommendation shall be made to the dean stating the cause for the action. Upon approval by the dean, new nominations shall be made and an election held.

4.1.4 FACULTY RECOURSE

In the event any faculty member objects to a decision or action or omission on the part of the chair, she or he may submit the case to the dean, providing the faculty member (1) submits to the chair a copy of any written objection, and (2) notifies the chair of any interview with the dean on the issue. In cases of dispute on personnel evaluation (i.e. annual review, merit, promotion or tenure) applicable sections of college and university bylaws and system Code will be binding.
4.1.5 TEMPORARY CHAIR
Should the chair need to be absent for a brief period, he or she shall appoint a temporary chair. Should the chair be absent for an extended period of no more than one year, the department shall recommend an acting chair to the dean following procedures outlined in IV.A.1. The period for which the chair is absent shall not count as part of his or her term.

4.2 DIRECTORS

4.2.1 GRADUATE DIRECTOR
The department’s graduate programs shall be administered by the director of graduate studies (DGS). The DGS shall be appointed by the chair and he/she has responsibility for implementing the graduate programs in Political Science. She or he shall be either a regular or ex officio member of all committees whose business is relevant to the graduate program and shall chair the Graduate Committee. He or she shall further be responsible, in consultation with the Graduate Committee, for overseeing the appointment of graduate students to teaching assistantships. She or he shall act as departmental liaison to graduate students in the department. The DGS will also assist in the formal assessment of the graduate program and provide ongoing review of the program.

4.2.2 DIRECTOR OF UNDERGRADUATE ADVISING
The chair may appoint a director of undergraduate advising. The director of undergraduate advising is the primary point of contact to all undergraduates for information regarding course selection, graduation requirements and determination of course substitutions for Political Science major or minor requirements. She or he shall be either a regular or ex officio member of all committees whose business is relevant to the undergraduate program. The director of undergraduate advising will assist in the formal assessment of the undergraduate program and be responsible for review and implementation of any changes relating to University and college requirements. If a director of undergraduate advising is not appointed then advising duties will devolve to all continuing faculty distributed in an equitable manner by the chair.

4.2.3 DIRECTOR OF INTERNATIONAL AFFAIRS
The chair may appoint a director of International Affairs (IA) to recognize the continuing support of the IA major within the Department of Political Science. The director of International Affairs is the primary point of contact to all IA students for information regarding course selection, graduation requirements and determination of course substitutions for IA major requirements. She or he shall be either a regular or ex officio member of all committees whose business is relevant to the IA program. The director of International Affairs may also serve as the director of undergraduate advising. If a director of International Affairs is not appointed then advising duties will devolve to the chair who may assign such duties to the director of undergraduate advising or to faculty within the area of International Relations and Comparative Politics.

4.3 COMMITTEES
The department shall have standing (permanent), and Ad Hoc (temporary) committees. Standing
committees include the Personnel and Graduate Committees. Ad Hoc committees include all search committees. Other Ad Hoc committees may be established by either the chair or by the faculty as directed from deliberation of a faculty meeting to address specific issues regarding departmental governance. Ad Hoc committees may be made permanent by a two-thirds vote of the faculty. Standing committees may be eliminated by a two-thirds vote of the faculty.

4.3.1 THE PERSONNEL COMMITTEE
The Personnel Committee shall be composed of three members of the continuing faculty, all of whom must hold the rank of Associate (level III) or Full (level IV) Professor, with at least two of the three holding tenure. The chair shall serve as an ex officio member of the Personnel Committee and may sit in on deliberations in a non-voting capacity. Members are elected by the continuing faculty and hold three year staggered terms. Members may serve two successive terms. The chair of the department selects the chair of the Personnel Committee. The committee shall evaluate the performance of each faculty member annually in conformity with section 20 of the CLA Bylaws and the University Bylaws. Each faculty member of the department (both continuing and contingent) shall be asked to submit materials relevant to teaching, research, and professional service during the year under review in accordance with the duties of their role statements. On the basis of this evidence, the committee shall evaluate each faculty member's performance and make a corresponding recommendation regarding evaluation category. The evaluation in all areas, including the overall evaluation, shall be determined by majority vote of the Personnel Committee and must be forwarded to both the chair and the dean. The chair is responsible for making a separate recommendation to the dean noting any disagreements on evaluations with the Personnel Committee.

The Personnel committee shall evaluate tenure and promotion cases considered by the department as specified in section 22 of the CLA Bylaws. The Personnel Committee shall forward a recommendation on such cases to the faculty prior to a vote of the eligible faculty. The committee shall review all probationary faculty in their third year and forward a recommendation for reappointment or non-reappointment to the department chair. The department chair must report this recommendation as part of the third year review recommendation forwarded to the dean.

The department chair may request advice and recommendation from the Personnel Committee on matters relating to departmental governance as considered necessary.

4.3.2 THE GRADUATE COMMITTEE
The Graduate Committee shall be responsible for reviewing the department’s graduate degree programs, course offerings, policies, and procedures; for assessing the graduate programs; and for making recommendations to the graduate faculty of the department. Members of the committee shall be appointed from among the graduate faculty of the department by the department chair, in consultation with the DGS, in order to ensure as far as possible (1) continuity of experience; (2) a representative mix of faculty ranks and areas of expertise; and (3) opportunities for breadth of service across the department. The committee shall evaluate the needs of new graduate students, advise the graduate faculty and students regarding examinations and other requirements, and help evaluate the progress of graduate students toward degrees. The committee shall determine graduate admissions and, in consultation with the DGS, shall
recommend to the department chair on the appointment and reappointment of teaching assistants.

4.3.3 PROMOTION COMMITTEES
Promotion Committees shall be constituted as follows: for promotion to Rank IV, all faculty members at Rank IV; for promotion to Rank III, all faculty members at Rank III and above; for promotion to Rank 0 (IV), all faculty members at Rank IV or Rank 0 (IV); for promotion to Rank 0 (III), all faculty members at Rank III or Rank 0 (III) and above. They shall be chaired by the department chair, if she or he is eligible to serve otherwise he or she shall serve as an ex officio non-voting chair. The Promotion Committee shall formally evaluate application for promotion, as specified in sections 22 and 23 of the CLA Bylaws. The Promotion Committees shall make recommendations which shall be forwarded to the chair. The chair is formally responsible for sending forth a recommendation to the dean. The chair shall report the vote of each promotion committee with any minority reports or dissenting votes duly noted. Each faculty member shall be eligible to be considered for promotion each year and may submit information relevant to this consideration to the appropriate promotion committee. In cases of dispute on promotion and tenure, applicable sections of college and university bylaws and NSHE Code will be binding.

4.4.4 STANDING COMMITTEES AND AD HOC COMMITTEES
Standing and Ad Hoc Committees shall be responsible for the matters assigned to them. Members of Standing and Ad Hoc Committees shall be appointed from among the continuing faculty of the department by the chair, in consultation with the faculty and attempt to achieve as far as possible (1) continuity of experience; (2) a representative mix of faculty ranks and, when appropriate, areas of expertise; and (3) opportunities for breadth of service across the department.

5- PERSONNEL POLICIES AND PROCEDURES
All personnel actions and decisions shall conform to the requirements of the department, college, and university bylaws, the NSHE Code, and Affirmative Action/Equal Opportunity policies.

5.1 ANNUAL EVALUATION
The performance of each faculty member shall be evaluated annually by the Personnel Committee in conformity with section 20 of the CLA Bylaws and the University Bylaws. Each member shall be asked to submit materials relevant to teaching, research, and professional service during the year under review in accordance with their role statement. A faculty member shall have the right to read the evaluation before signing it (which simply acknowledges they have read the evaluation) and the right to meet with the department chair regarding it. Annual evaluation helps to gauge progress toward tenure/reappointment or promotion, but a favorable evaluation does not necessarily mean that all the requirements for tenure/reappointment or promotion are being met. A summary showing the distribution of faculty evaluations for the year shall be available to evaluated faculty upon request.

5.1.1 TEACHING
Faculty must submit syllabi and student course evaluations from all courses taught. Student evaluations should be administered following departmental guidelines. Faculty must also submit a list of all graduate, honors thesis, and similar advisory committees, with notations regarding
each student’s progress during the year. Faculty may also submit evidence of teaching awards, pedagogical grants, and other teaching-related activity.

5.1.2 RESEARCH
Faculty must submit copies of any published work to be credited that year. Professional publications other than books may be credited once, either when accepted or published. Book-length works should be credited two times, usually in the year formally accepted and the year published. Works of textual editing, edited collections, and co-authored book-length works will be evaluated and credited on a case-by-case basis. Manuscripts shall be regarded as accepted from date of formal acceptance of the final manuscript by the publisher. Faculty should clarify the status of materials when they are submitted. The relevant distinctions include: work in progress, work in circulation, accepted work, published work, reprinted work, work previously credited. The faculty may develop specific standards for the evaluation of grant and contract work which shall be used by both the Personnel Committee and chair in making evaluation and merit recommendations. Continuing non-tenure-track faculty must submit evidence of professional development activities to be credited that year. Faculty may also submit evidence such as research awards, conference papers, and grant proposals.

5.1.3 SERVICE
Faculty must submit a list of service roles and assignments, with brief descriptions of work done and, as appropriate, copies of non-confidential documents completed in the role.

5.2 TENURE AND PROMOTION

5.2.1 TENURE-TRACK FACULTY
Acting under the provisions of the NSHE Code and department, college, and university bylaws, the Personnel Committee and the Promotion Committee shall evaluate the performance of tenure-track faculty in the areas of teaching, research, and service. Such committees shall make qualitative judgments in reviewing each of these areas.

a. Teaching: A record of effective teaching as suggested by course syllabi, written evaluations submitted by students, visit reports by peers, and service on graduate committees, all evidence assembled according to uniform methods. In addition, candidates may present other relevant evidence.

b. Research: Achievement in research or creative work, necessarily including peer-reviewed publication at the national level. Achievement is evidenced by published books or articles, other professional publications, grants and awards, and papers read at professional meetings. Professional publications include but are not limited to scholarly books, edited volumes, articles, grant and contract reports, electronic journal articles, published conference proceedings and review essays. Manuscripts shall be regarded as accepted from date of formal acceptance of the final manuscript by the publisher.

c. Service: Active participation in department, college, university, and/or national service. Involvement in professionally related community service and other professional activities shall be considered.
5.2.2 CRITERIA FOR TENURE
The faculty member shall demonstrate a record of achievement in teaching, scholarly and/or creative work, and service as defined in CLA Bylaws section 18 and consistent with the faculty member’s role statement and the department’s mission. That record shall include scholarly and/or creative work published prior to the faculty member’s appointment at the university. The Personnel and Promotion Committees must evaluate the candidate as “excellent” in teaching or research and at least “satisfactory” in the other two areas.

5.2.3 CRITERIA FOR PROMOTION TO ASSISTANT PROFESSOR (RANK II)
To be eligible for promotion, a faculty member in Rank I shall have obtained a terminal degree in an appropriate professional field and have demonstrated potential for achievement in teaching, research, and service.

5.2.4 CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR (RANK III)
To be eligible for promotion, a faculty member in Rank II shall have established “a substantial record of achievement in teaching, scholarly and/or creative work, and service” (CLA Bylaws 22.E.2). The Personnel and Promotion Committees shall obtain external reviews of the faculty member’s achievement in research. The committee must evaluate the candidate as “excellent” in teaching or research and at least “satisfactory” in the other two areas.

5.2.5 CRITERIA FOR PROMOTION TO PROFESSOR (RANK IV)
To be eligible for promotion, a faculty member in Rank III shall have established a national reputation through “sustained record of excellence in a professional field” since promotion to Rank III. “The record shall document publications or creative work judged significant by peers in the field; distinguished professional service; and distinction in teaching and related activities. The record may document exceptional administrative achievement as well” (CLA Bylaws 22.E.3). The Personnel and Promotion Committees shall obtain external reviews of the faculty member’s achievement in research.

5.3 REAPPOINTMENT AND PROMOTION: NON-TENURE-TRACK FACULTY
Acting under the provisions of the NSHE Code and department, college, and university bylaws, the Personnel and Promotion Committees shall evaluate the performance of non-tenure-track faculty in continuing positions in the primary area of teaching, and in professional development and service. The Committees shall make qualitative judgments in reviewing each of these areas.

a. Teaching: A record of effective teaching as suggested by course syllabi, written evaluations submitted by students, and visit reports by peers, all evidence assembled according to uniform methods administered by the department. In addition, candidates may present other relevant evidence.

b. Professional Development: A record of achievement in the following areas: presentation of lectures or readings outside the classroom; reading of papers or membership on panels at professional meetings; publication of scholarly or creative work (including work published prior to the faculty member’s appointment at the university); development of new areas of teaching and scholarly expertise that results in publications, presentations,
or new courses; participation in seminars or workshops related to improvement of teaching effectiveness or disciplinary expertise.

c. Service: Active participation in department, college, university, and/or national service. Involvement in professionally related community service and other professional activities shall be considered.

5.3.1 CRITERIA FOR PROMOTION
A contingent faculty member eligible for promotion shall demonstrate a record of achievement in teaching, professional development, and service as defined in CLA Bylaws section 18 and consistent with the faculty member’s role statement and the department’s mission. A review of promotion shall be performed by the Personnel Committee with a recommendation forwarded to the department chair.

To be eligible for promotion, a faculty member in Rank 0(II) shall have established “a substantial record of achievement in his or her major area of responsibility” (CLA Bylaws 23.D.2). The Promotion Committee shall obtain at least one external review of the faculty member’s achievement in teaching, which is the major area of responsibility, and either professional development or service.

To be eligible for promotion to Rank 0(IV) a faculty member in Rank 0 (III) shall have established a “sustained record of excellence in his or her major area of responsibility” since promotion to Rank 0(III) (CLA Bylaws 23.D.3). Professional development since promotion to Rank 0(III) shall consist of achievement in at least two of the areas listed above (20.C.1.b.). The Promotion Committee may obtain external reviews of the faculty member’s achievement in teaching, which is the major area of responsibility, and either professional development or service.

6- VOTING IN THE DEPARTMENT
To provide consistency and equity among College of Liberal Arts departments, and in accordance with both section 3.1 above and relevant sections of university and college bylaws and NSHE Code, the following voting practices will be in effect for the Department of Political Science. However, if changes occur such that the specified voting rights described below are not in accord with university and college bylaws or NSHE Code, departmental procedures will adhere to such changes.

6.1 ELECTIONS
Voting in elections for departmental chair and for any other departmental officers will be limited to continuing faculty (as defined in section 3.1 of these bylaws and section 2.3.4 of University Bylaws) with a primary assignment (0.5 or greater) in the department.

6.1.1 HIRING
Voting on tenure-track positions (both the position’s area of specialization and the hiring process) and non-tenure-track positions (full-time, part-time, continuing, and contingent) is
limited to tenured and tenure track continuing faculty (as referenced in section VI A above) with a primary assignment (0.5 or greater) in the department or program.

6.1.2 SEARCH COMMITTEES
The composition of and voting rights within search committees shall be consistent with university search and hiring policies.

6.1.3 TENURE
Voting on tenure decisions is described in section 4.3.3 above.

6.1.4 VOTING PROCEDURES
Voting procedures will be in conformity with current department policies and procedures, and shall have the following characteristics: (1) a time frame sufficient to allow all faculty to vote, (2) distribution of ballots to all voting faculty, and (3) complete anonymity on all personnel matters. On other voting matters, faculty may waive the secret ballot process.