

BY-LAWS
Department of Political Science and Public Administration
University of Wisconsin-La Crosse

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I. Department of Political Science and Public Administration (Pol/PA) approved October 23, 2009.

Note: URLs in these by-laws are provided for convenience and should be reviewed regularly for accuracy.

- a. The by-laws in this document were adopted by the members of the Department of Political Science/Public Administration in accordance with the University of Wisconsin System and University of Wisconsin-La Crosse Faculty and Academic Staff Personnel Rules. Proxy votes are not permitted in meetings of the Department and its Committees except where specified in these by-laws and policies.

II. Organization and Operation:

a. Preamble

- i. Department members are governed by six interdependent sets of regulations:

- 1. Federal and State laws and regulations;
- 2. UW System policies and rules;
- 3. UW-L policies and rules;
- 4. College policies and rules;
- 5. Shared governance by-laws and policies for faculty and academic staff; and
- 6. Departmental by-laws.

- ii. The purpose of the Department of Political Science and Public Administration at UW-La Crosse includes the following:

- 1. The primary mission of the Department of Political Science and Public Administration (Pol/PA) is undergraduate education in the Department's four majors and minors (Political Science and Public Administration in the College of Liberal Studies (CLS) and Broadfield Social Studies and Political Science in the School of Education) and in numerous general education and service courses for other programs. In addition, the prelaw advising developed for students from any major in the University is implemented and nurtured in the Pol/PA Department. The Pol/PA Department is an instructional unit within the College of Liberal Studies at the University of Wisconsin-La Crosse.
- 2. The central objective of the Department of Pol/PA is to provide the highest quality academic programs that our resources allow in service to both the hundreds of our own majors as well as to the multitude of students that we serve through our minors and General Education and CLS

Degree Program Core course offerings. Beyond this, the Pol/PA Department embraces its further obligation to create a climate that stimulates learning, thinking, scholarship and professional development for students, faculty and the community.

3. The primary mission of the Political Science Major as an academic program is to provide a superior educational experience that fosters comprehension of the discipline's analytical perspectives by emphasizing teaching and scholarship of American institutions and politics, political philosophy, legal studies, international politics, comparative politics and public administration/public policy. The Political Science Program provides professional preparation for students planning to enter graduate and/or law school, as well as emphasizing the goals of a liberal education.
4. The primary mission of the Public Administration Major as an academic program is to provide a sound and interdisciplinary background and foster a comprehension of the discipline's analytical perspectives and research methods in a highly professional PA field. The Major is structured to provide academic and professional preparation for students planning to enter graduate school or planning careers in government and nonprofit agencies directly after graduation. In addition, the PA Program serves many programs at UW-L where social science training is essential or very desirable.

b. Meeting Guidelines

- i. The Chairperson shall convene the first Department meeting at the beginning of each academic year, and the members shall determine times and days for succeeding meetings.
- ii. The Department follows the State of Wisconsin's Open Meeting Law which includes the provision for posting the meeting date, time, place and agenda at least 24 hours in advance of the meeting. <http://www.uwlax.edu/hr/current/Unclassified/openmeetings.pdf>
- iii. When the Department moves to close a meeting, it must do so by citing the proper statute. See link above.
- iv. Minutes will be recorded by the Department Academic Department Associate (ADA) or a faculty volunteer (if the program assistant cannot attend a Department or committee meeting) for distribution to Department members. Copies of the minutes of Department and committee meetings shall be kept by the Department chairperson and program assistant. Personnel related minutes will be taken by the program assistant or faculty volunteer and made available within two weeks of proceedings.

- v. Full Department meetings will occur at least twice per academic year as called by the Chair.
- vi. Under ordinary circumstances, the Department will endeavor to operate by consensus, observing the following principles: cooperation on the basis of shared goals for the good of the Department and its academic programs; timely distribution of information; thorough consultation with all concerned parties; respect for minority positions on all matters, but especially on matters of conscience; and a commitment to timely action. Full discussion will precede any action, with informal efforts to resolve differences or conflicts. Non-binding votes may be taken in an effort to reach consensus.
- vii. A meeting can be conducted by e-mail or webcast with phone/audio, but in person meetings are preferred.
- c. Definitions of Membership Voting Procedures
 - i. Membership
 - 1. Every person who is teaching one or more Pol/PA courses in the Department shall be considered members of the Department.
 - ii. Voting Procedures
 - 1. All full-time faculty and teaching academic staff currently under contract in the Department are deemed voting members on all matters of policy except personnel decisions concerning retention, promotion and tenure where voting rights are governed by either a person's rank or tenure status. On these issues, the tenured faculty, giving due weight to the advice of non-tenured faculty, have the final responsibility to judge applications for retention, promotion and tenure.
 - 2. Only full-time Ph.D.s or equivalent (tenure track and academic staff) are allowed to vote on curriculum decisions.
 - 3. Proxy voting is not allowed.
 - 4. Voting can be conducted by e-mail or other electronic means with the consent of the Department.
 - iii. Definitions of Quorum and Majority
 - 1. For meetings of the Department and its Committees, a quorum is defined as a simple majority of the persons eligible to vote.
- d. Changing By-laws
 - i. Amendments or additions to Department by-laws may be adopted at any Department meeting by a majority vote of the faculty present, following a first reading of the proposed amendments or additions at a previous Department meeting.
 - ii. Proposals shall be presented in writing to members at least one week before the meeting.

- iii. Voting can be conducted by e-mail or other electronic means with the consent of the Department.

III. Faculty/Staff Responsibilities

- a. Faculty
 - i. The faculty has the responsibility of carrying out the purposes of the Department By-laws through their contributions in the areas of teaching, scholarship, and service as outlined in the Department By-laws. Faculty responsibilities are referenced in section IV of the University of Wisconsin- La Crosse Faculty Senate By-laws entitled "Responsibilities of Departments, Department Members and Department Chairpersons." A complete set of the By-laws are available on the Senate webpage under "Senate Articles and By-laws" <http://www.uwlax.edu/facultysenate/>.
- b. Instructional Academic Staff Responsibilities and Expectations
 - i. Academic staff lecturers are held to the same teaching standards as specified for faculty. The evaluation of instructional academic staff is based primarily upon the quality of their teaching record and service to the Department.
 - ii. Requests for IAS hiring will be submitted to the college dean. The request will indicate one of the standard titles from the lecturer or clinical professor series (<http://www.uwlax.edu/facultysenate/committees/ias/pages/titling.html>) and will outline specific duties including teaching and any additional workload. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities (<http://www.uwlax.edu/facultysenate/41st/3-29-07/IAS%20Appendix%20B.htm>).
- c. Non-Instructional Academic Staff Responsibilities and Expectations
 - i. These are defined by specific job descriptions and contracts.
- d. Student Evaluation of Instruction
 - ii. The Department will follow the UW-L SEI policy and procedure available on the Faculty Senate webpage. <http://www.uwlax.edu/facultysenate/Archived%20Documents/SEI%20Administration%20&%20Reporting.htm>.
 - 1. Ranked Faculty & SEIs. Results from the Faculty Senate approved SEI questions are required for retention, tenure, and promotion in the form of (1) the single motivation item and (2) the composite SEI consisting of the 5 common questions. These numbers will be reported using the Teaching Assignment Information (TAI) form. The Department will add both the motivation item and the composite SEI fractional median for each course. In addition, the candidate's overall fractional median for the term on both the single motivation item and the composite SEI are reported. Finally, the Department adds the Departmental fractional median for both the single

motivation item and the composite, the minimum and maximum composite SEI for the Department, and the candidate's rank in SEI scores relative to all Departmental ranked faculty (tenure-track or tenured) for that term (e.g., 3 of 15).

2. IAS renewal and career progression. The same information as above is reported; however, no TAIs are generated for IAS.

IV. Merit Evaluation

The results of annual merit reviews for all ranked faculty who have completed at least one academic year at UW-L are due to the Dean's Office on a date specified by the Dean. Merit reviews reflect activities during the prior academic year ending May 31.

Faculty Personnel Rules UWS 3.05 – 3.11 and UWL 3.08 describe the requirements for annual review of faculty. Academic Staff Policies and Procedures UWS 10.03 – 10.05 and UWL 10.3 and 10.4 describe the requirements for the reappointment of academic staff. No policies of the Department of Political Science/Public Administration may conflict with these rules. (See UW-L Employee Handbook, pp. L-7, L-8).

a. Purpose and Rationale

i. The purpose and rationale for merit evaluations are:

1. To evaluate all full-time and part-time faculty.
2. To provide information/criteria for assessment.
3. To acquaint the staff with other Department members' activities.
4. To assure evaluation of all faculty for retention, tenure, promotion, and/or merit decisions.

b. Evaluation Objectives

i. The objectives for merit evaluations are:

1. To encourage collegiality and cooperation among faculty in different curricular areas.
2. To encourage excellence in teaching.
3. To encourage innovation and experimentation in teaching.
4. To provide direction to the Department and Department members.
5. To provide formative feedback to the faculty.
6. To inform members of the Department of other members' scholarly activities.
7. To encourage activities which will enhance the promotion of Department members; and
8. To encourage activities which will benefit the Department.

c. Procedures

- i. In October of each year, each full-time member of the faculty must submit a completed merit evaluation form including a narrative assessment of his/her past academic year (merit evaluation year) in

- teaching, scholarship, and service (Appendix A). Faculty may also provide further documentation for purposes of merit evaluation by other faculty. Copies of completed merit evaluation instruments shall be distributed to all faculty participating in merit review.
- ii. For purposes of merit assessment, teaching will represent 50 percent of the quantitative value of merit; scholarship 25 percent; and service 25 percent.
 - iii. With the exception of the chair, all merit review assessments are to be returned to the chairperson.
 - iv. The assessments of the chairperson will be compiled by a faculty member selected by common agreement of Department members.
 - v. Each full-time faculty member shall be classified as exceptional merit, significant merit, meritorious, or no merit for purposes of promotion, retention, and post-tenure review. Exceptional merit requires a weighted merit assessment score exceeding 80% of the maximum points possible; significant merit requires a weighted merit assessment score exceeding 60% of the maximum points possible; meritorious requires an assessment score exceeding 40% of the maximum possible; and no merit shall apply to faculty whose weighted merit assessment score is less than 40% of the maximum possible.
- d. Merit Distribution
- i. Differential allocation of money for the three upper categories shall be made by determining the total amount available for merit pay, reserving 10% of that total for those ranked in Category 1 – Exceptional Merit, and 5% of that total for those ranked in Category 2 – Significant Merit, with the remaining 85% base divided equally among all the candidates rated #3 – Meritorious or above. Whenever any of the 10% and 5% reserves are not used, they will be returned to the base and distributed as part of that base.
- e. Merit Appeals Procedure
- i. If a faculty member is not satisfied with the outcome of the merit assessment review, the faculty member may request reconsideration by the Department, meeting as a committee of the whole, in closed or executive session.
 - ii. The Department may adjust or otherwise modify the merit assessment score and/or category for an individual faculty member by a majority vote of those participating and voting, in closed or executive session.
- f. Part-time Faculty and Teaching Academic Staff
- i. Each part-time faculty and teaching academic staff member is required to submit to the chairperson by March 31 a syllabus for each course taught and a teaching evaluation (SEI) (Appendix C) for each course taught, along with any other relevant material the part-time faculty person may wish to submit. The Department, meeting as a whole in closed or executive session, shall decide annually

- exceptional merit, significant merit, meritorious, or no merit for individual part-time faculty and academic staff.
- ii. A recommendation to retain or renew the contract of part-time faculty or academic staff shall require a merit evaluation of exceptional merit, significant merit, or meritorious by a majority of the Department meeting as a committee of the whole.
- iii. If a part-time faculty or academic staff member is not satisfied with the outcome of the merit assessment review, the member may request reconsideration by the Department, meeting as a committee of the whole, in closed or executive session.
- iv. The Department may adjust or otherwise modify the merit assessment score and/or category for an individual part-time faculty or academic staff person by a majority vote of those participating and voting, in closed or executive session. (Cf. Faculty Personnel Rules UWS 3.05-3.11 and UWL 3.08; and UW-L Employee Handbook).

V. Faculty Personnel Review

The Department will follow the policies regarding retention, promotion and tenure described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 -3.08): <http://www.uwlax.edu/hr/rules/F-UPRs.htm>

a. Retention:

i. Procedure:

1. Faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to date of review. Hyperlinked syllabi are required and the candidate may choose to provide additional evidence. Additional materials may be required for Departmental review and will be indicated in these By-laws.
2. Departments will provide the following materials to the Dean:
 - a. Department letter of recommendation with vote;
 - b. Teaching assignment information (TAI) datasheet that summarizes the courses taught, workload data, grade distribution, and SEIs by individual course and semester (which are only available after completing a full academic year) and Departmental comparison SEI data; and
 - c. Merit evaluation data (if available).
3. The initial review of probationary faculty shall be conducted by the tenured members of the Department in the manner outlined below.
4. Starting with tenure-track faculty hired effective Fall 2008, all first-year tenure-track faculty will be informally reviewed in the spring of their first year. A Departmental

letter will be filed with the Dean and HR. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2nd, 4th and 6th years.

5. Timeline:

- a. At least 20 days prior to a review, the Department chair shall notify each faculty and academic staff member of the date of the review and provide each faculty member with the appropriate form to be used to report the member's performance in the review areas for the time period under review. The Department chair shall inform each faculty member of the date by which these forms should be completed and submitted. Faculty members are responsible for completing their own evaluation form.
- b. The Department determines the timeline for review and evaluates materials.
- c. Within 14 days after completion of the review of a faculty member, a written report of the results of the review shall be given to the faculty member. Results shall be reported for each of the review areas.
- d. The candidate may appear before the committee to answer questions or to provide additional information. According to the Wisconsin Open Meeting Law, a closed session may be held for consideration of tenure; however, the person has the right to demand that the evidentiary hearing or meeting be held in open session.
- e. In closed session, the Department will meet to discuss its decision and attempt to reach consensus. A formal vote must be taken and recorded.
- f. Following the vote, the committee members will provide information for a formal letter of recommendation to the Dean of CLS. The letter will be drafted by the committee chair and approved by the committee before copies are sent to the Dean and candidate. The candidate must be notified of the results of review within 14 days; according to UWS 3.07, a person denied renewal may request written reasons for the non-renewal.
- g. If he or she chooses to appeal the decision, the probationary faculty member may address and/or contest the Personnel Committee's statement of the

reasons for denying retention, in accordance with Faculty Senate policies.

6. The chair of Political Science and Public Administration will keep records of all actions and essential documents, including letters conveying the Department's actions.

ii. Criteria and materials

1. Teaching

- a. For retention, candidates will need to demonstrate strong evidence of quality teaching, including development of courses that make a significant contribution to the curriculum, professional development as a teacher, and professional competence as a teacher. See Appendix B.
- b. The reviewee shall provide peer evaluation and feedback, SEI results, and syllabi. The Department is required to perform at least one peer review per year.
- c. The reviewee should schedule a meeting with the reviewer prior to the review so that the goals of the class within the curriculum can be explained.
- d. The reviewee should schedule the review to take place at a time when teaching effectiveness can be most appropriately observed and evaluated. The reviewer should observe a class for the entire class period.
- e. The reviewer prepares a written evaluation.
- f. The reviewer and reviewee meet to share and discuss the evaluation.
- g. The reviewer submits the written evaluation to the Department chair and to the reviewee.
- h. The reviewee can request a second evaluation in that same semester.

2. Research and Creativity

- a. Persons recommended for retention will show progress in their agenda for Research/Scholarship/Creativity.
- b. Candidates for retention shall provide a report on research/scholarship/creativity that should detail the candidate's progress in developing and carrying out a research agenda and state the candidate's professional goals in this area.

3. Service

- a. Candidates for retention shall provide a report on service that should detail the candidate's accomplishments and professional goals in this area. For retention, POL/PA expects significant

service to the Department and developing contributions to the University and/or community.

b. Tenure review and Departmental tenure criteria.

Note: Departmental criteria for retention may differ from University criteria for promotion. (Cf. Faculty Personnel Rules UWS 3.06-3.11 and UWL Employee Handbook).

i. Procedure

1. Faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to date of review. Hyperlinked syllabi are required and the candidate may choose to provide additional evidence. Additional materials may be required for Departmental review and will be indicated in these By-laws.
2. Departments will provide the following materials to the Dean: 1. Department letter of recommendation with vote; 2. Teaching assignment information (TAI) datasheet that summarizes the courses taught, workload data, grade distribution, and SEIs by individual course and semester (which are only available after completing a full academic year) and Departmental comparison SEI data; and 3. Merit evaluation data (if available).
3. The initial review of probationary faculty shall be conducted by the tenured members of the Department in the manner outlined below.
4. Starting with tenure-track faculty hired effective Fall 2008, all first-year tenure-track faculty will be in formally reviewed in the spring of their first year. A Departmental letter will be filed with the Dean and HR. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2nd, 4th and 6th years.
5. Timeline:
 - a. At least 20 days prior to a review, the Department chair shall notify each faculty and academic staff member of the date of the review and provide each faculty member with the appropriate form to be used to report the member's performance in the review areas for the time period under review. The Department chair shall inform each faculty member of the date by which these forms should be completed and submitted. Faculty members are responsible for completing their own evaluation form.

- b. The Department determines the timeline for review and evaluates materials.
 - c. Within 14 days after completion of the review of a faculty member, a written report of the results of the review shall be given to the faculty member. Results shall be reported for each of the review areas.
 - d. The candidate may appear before the committee to answer questions or to provide additional information. According to the Wisconsin Open Meeting Law, a closed session may be held for consideration of tenure; however, the person has the right to demand that the evidentiary hearing or meeting be held in open session.
 - e. In closed session, the Department will meet to discuss its decision and attempt to reach consensus. A formal vote must be taken and recorded.
 - f. Following the vote, the committee members will provide information for a formal letter of recommendation to the Dean of CLS. The letter will be drafted by the committee chair and approved by the committee before copies are sent to the Dean and to the candidate. The candidate must be notified of the results of review within 14 days; according to UWS 3.07, a person denied renewal may request written reasons for the non-renewal.
 - g. Should he or she choose to appeal the decision, the probationary faculty member may address and/or contest the Personnel Committee's statement of the reasons for denying retention, in accordance with Faculty Senate policies.
6. The chair of Political Science and Public Administration will keep records of all actions and essential documents, including letters conveying the Department's actions.
- ii. Criteria and materials
- 1. Teaching
 - a. For tenure, candidates will need to demonstrate strong evidence of quality teaching, including development of courses that make a significant contribution to the curriculum, professional development as a teacher, and professional competence as a teacher. See Appendix B.
 - b. The reviewee shall provide peer evaluation and feedback, SEI results, and syllabi. The Department

is required to perform at least one peer review per year.

- c. The reviewee should schedule a meeting with the reviewer prior to the review so that the goals of the class within the curriculum can be explained.
- d. The reviewee should schedule the review to take place at a time when teaching effectiveness can be most appropriately observed and evaluated. The reviewer should observe a class for the entire class period.
- e. The reviewer prepares a written evaluation.
- f. The reviewer and reviewee meet to share and discuss the evaluation.
- g. The reviewer submits the written evaluation to the Department chair and to the reviewee.
- h. The reviewee can request a second evaluation in that same semester.

2. Research and Creativity

- a. Persons recommended for tenure will show progress in their agenda for Research/Scholarship/Creativity.
- b. Candidates for tenure shall provide a report on research/scholarship/creativity that should detail the candidate's progress in developing and carrying out a research agenda and state the candidate's professional goals in this area.

3. Service

- a. Candidates for tenure shall provide a report on service that should detail the candidate's accomplishments and professional goals in this area. For tenure, POL/PA expects significant service to the Department, including assessment, and developing contributions to the University and/or community.

c. Post-tenure review

- i. Once every five years, each faculty member's activities and performance will be reviewed in accordance with the following criteria. A review cycle is on file with the dean. The review will be completed as part of the merit determination process (or as soon thereafter as possible). Merit determination procedures are defined in the Department policies.
- ii. The Department shall follow these methods:
 4. Tenured faculty who have received five uninterrupted years of satisfactory ("Meritorious") or higher evaluation shall be judged to be performing satisfactorily.
 5. Tenured faculty who are up for review and who wish to focus the evaluation on aspects of their individual

development may choose to activate formative evaluation procedures previously adopted by the Department. Formative evaluation is voluntary, provides for direct collegial interaction and is designed to produce a consensus. No written records of formative evaluations are kept. With the consent of the tenured faculty under review, a written request could be sent to the Dean describing resources needed for that person to move forward and accomplish special goals.

6. Tenured faculty who have received one merit evaluation in the previous five years that is less than satisfactory shall be required to initiate formative evaluation.
- iii. The results of the review will be sent to the Dean. (Cf. UW-L Employee Handbook)
- d. Faculty Promotion Procedures
- i. Promotion Criteria
 1. The Department will follow the guidelines and schedules regarding faculty promotion available at <http://www.uwlax.edu/hr/promo-resources.htm>
 2. Upon receiving promotion materials, lists of eligible faculty, evaluation forms, and directions from the Joint Promotion Committee, the chair notifies in writing those Political Science and Public Administration faculty eligible for promotion whose tenure decision is made in the Department and provides them with the relevant materials to apply for promotion. The chair should check that no one eligible is left off the list by mistake.
 3. The chair meets with those eligible who so desire to go up for promotion in order to give advice as needed.
 4. Six weeks prior to the time the committee's recommendation is due in the Dean's office, the Department meets and examines the materials and directions from the Joint Promotion and Tenure Committee (JPTC), reviews the procedure, sets deadlines, and conducts an initial preview of those eligible in order to schedule necessary meetings.
 5. Four weeks prior to the time the committee's recommendation is due in the Dean's office, members of the Department read the forms and other materials submitted by faculty eligible for promotion.
 6. Two weeks prior to the time the committee's recommendation is due in the Dean's office, the Department meets and discusses the promotion candidate's files and any other pertinent information. The committee considers the relative merits of each candidate for promotion, and through a series of votes on signed ballots,

recommends to promote candidates or not. Two weeks prior to the time the recommendation is due in the Dean's office, the committee will have written the letter of support on teaching, scholarship, and service. In addition, the Department chair will have written a letter of support. The candidate will be given a copy of both letters before they are sent to the Dean. If, upon receipt of those letters, the candidate wishes to discuss the contents of either letter with the Department or Department chair before they are sent to the Dean, s/he may.

7. To be considered for promotion to a higher rank, faculty must meet the minimum University criteria as stated in the UW-L staff handbook.
 8. For the rank of Associate Professor a candidate must provide evidence of teaching excellence, establishment of a program of scholarship, and a record of service. Evidence of teaching excellence will include the results of self, peer and student evaluation of instruction. Scholarship will be consistent with the Department's definition of scholarly activity (see Appendix B).
 9. To be promoted to Professor, a faculty member must show evidence of continued excellence in teaching, significant scholarship, and substantial service activity, in accordance with Department definitions and criteria (see Appendix B).
 10. The criteria shall be weighed as follows for all rank advancement: Teaching (50%), Scholarship (25%) and Service (25%).
 11. The chair informs each candidate of the Personnel Committee's decisions, then submits the candidate's files, now including the letters of recommendation and other supporting statements, to the Dean of Liberal Studies. The Dean will forward his/her recommendation with the Department's materials to the JPTC. In the case of a negative letter from the Dean, the Dean will welcome an invitation at the request of the candidate to meet with the Dean. The Department may be invited by the candidate to attend this meeting.
- ii. Reconsideration
1. Candidates who are not recommended for promotion may request the reasons for the non-promotion recommendation. This request must be submitted in writing to the Department chair within seven days of notice of the Department's recommendation. Within two weeks of receiving the written reasons, a candidate may request, by writing to the Department chair, reconsideration by the Department. The chair, in

- consultation with the candidate requesting reconsideration, will schedule a reconsideration meeting within 30 days of the request.
2. The faculty member requesting reconsideration will be allowed an opportunity to respond to the written reasons using oral evidence and witnesses at the reconsideration meeting. Written notice of the reconsideration meeting will be forwarded to the dean within seven days of the reconsideration meeting.
- e. Instructional Academic Staff (IAS) Review
- i. Annual Review
 1. In accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the Department's evaluation.
<http://www.uwlax.edu/hr/current/IDP/IDP.htm>
 2. The tenured and tenure track faculty of POL/PA will work with the Department chair to evaluate IAS.
 3. Evaluation will be based upon review of syllabi and SEIs, and any additional evidence a candidate wishes to provide in the categories related to career progression.
 - ii. Career Progression Procedures
 1. Policies and procedure guiding career progression for IAS are available at
<http://www.uwlax.edu/FacultySenate/committees/ias/pages/CareerProgression.html>
 2. The tenured and tenure track members of the Department of Political Science and Public Administration Promotion Committee shall also serve as the IAS Career Progression Committee.
 3. The Departmental definition of professional development, creative activity, and scholarship shall reflect the standards of our discipline. The Departmental definition of professional development will include the following:
 - a. Participating in teaching and learning activities and conferences
 - b. Attending and/or presenting at academic conferences
 - c. Participating in grant projects
 - d. Delivering invited presentations
 - e. Conducting community outreach
 - f. Completing an advanced degree
 - g. Participating in the scholarship of teaching and learning
 - h. Developing assessment tools for teaching

- i. Participating in Departmental curriculum development
 - j. Typically, IAS in POL/PA are not engaged in creative activity, but the Department will examine variations from these criteria using the guidelines approved by Faculty Senate. See “A Guide to Instructional Academic Staff (IAS) Career Progression and Portfolio Development at UW-La Crosse.”
 - k. Additional eligible activities include those described in the retention and tenure review criteria for POL/PA faculty in these By-laws.
 - 4. The career progression consideration meeting shall include evaluation of the materials submitted in support of the candidate and the results of the candidate’s student, peer, and reappointment evaluations.
 - 5. The committee shall formulate and record its reasons for recommendation or non-recommendation.
 - 6. The candidate for IAS career progression may appeal a non-recommendation decision by the Department.
 - 7. The Department’s By-laws and all policies shall be made available to all IAS Department members.
- iii. Appeal Procedures
 - 1. Appeal of a career progression decision beyond review by the POL/PA Department will follow that for appealing a promotion decision.

VI. Governance

The Department will adhere to the selection and duties of the Chair that are delineated in the Faculty Senate By-Laws: [http://www.uwlax.edu/facultysenate/by-laws.html#FACULTY_SENATE_BY-LAWS_\(Revised_2002\)](http://www.uwlax.edu/facultysenate/by-laws.html#FACULTY_SENATE_BY-LAWS_(Revised_2002)) under the heading "IV. Responsibilities of Departments, Department Members and Department Chairpersons," "V. The Selection of Department Chairpersons," and "VI. Remuneration of Department Chairpersons." In addition, references to chair-related duties are stated throughout the Faculty Handbook <http://www.uwlax.edu/facultysenate/by-laws.html#ARTICLES%20OF%20FACULTY%20ORGANIZATION>

a. Department Chair

i. Election of the Department Chair

- 1. Elections will be conducted in accord with Senate By-laws, Article V.
- 2. Faculty members tenured in Political Science and Public Administration are eligible to be elected as Departmental Chair in accordance with Faculty Senate By-laws, Article V D.

ii. Vacancy in the Office of Chair

1. In those cases where a Chair cannot complete the term to which s/he was elected, the Department shall have another election to complete the term (Senate By-laws, Article V.F.2).
 2. In those cases where a Chair takes a one-semester leave, an Acting Chair shall be appointed by the Dean of the college, subject to the approval of the Chancellor. Where the leave is for more than one semester, the Department shall have another election to complete the term (Senate By-laws, Article V.F.3).
- iii. Removal of the chair shall be governed by Senate By-laws, Article V.F.
 - iv. Responsibilities and Rights of the Department Chair
 1. The Chair shall be the principal officer of the Department.
 - v. Duties of the Chair
 1. The Department chair responsibilities are described in Senate By-laws, Article IV.H, and the Academic Affairs Organization section of the Faculty Handbook.
- b. Standing Departmental Committees:
 - i. Generally, the Political Science/Public Administration Department functions as a committee of the whole, although special committees can be appointed by the chair, with the advice and consent of Department members.
 - c. Departmental Program Assessment Plan
 - i. The Department chair shall coordinate assessment activities and Academic Program Review.
 - ii. The Department shall adhere to the Academic Program Review schedule posted at http://www.uwlax.edu/PROVOST/assessment/academic_programs.htm

VII. Search and Screen Procedures

- a. Tenure-track faculty
 - i. The approved UW-L tenure track faculty recruitment and hiring policy and procedures are found at <http://www.uwlax.edu/hr/employment/PeopleAdmin/Forms/S&S-Planning&Procedures-Faculty.doc>
 - ii. Additionally, UW-L's spousal/partner hiring policy can be found at <http://www.uwlax.edu/FacultySenate/42nd/FS%20Mtgs/10-11-07/Spousal-Partner%20Hiring%20Policies%20&%20Procedures.htm>
 - iii. The Department appoints a Search and Screen Committee.
 - iv. Search and Screen Committees shall include all core Political Science and Public Administration tenured and tenure-track faculty, and can include other University personnel with expertise relevant to the hire.

- v. Search and Screen Committees shall make the recommendations for hiring to the Dean.
- b. Instructional Academic Staff
 - vi. Hiring policy and procedures are found at <http://www.uwlax.edu/hr/current/IDP/IDP.htm>
- c. Contingency Workforce (Pool Search)
 - vii. Hiring policy and procedures are found at <http://www.uwlax.edu/hr/employment/PeopleAdmin/Forms/S&S-Planning&Procedures-Faculty.doc>
- d. Academic Staff
 - viii. Hiring policy and procedures are found at http://www.uwlax.edu/hr/current/Unclassified/unclassified_personnel_rules.htm#Ch_10

VIII. Academic Program Assessment

- a. Procedure
 - i. The Department shall conduct periodic assessment of student learning utilizing direct and indirect measures to assess student performance. Specific learning goals/outcomes will be targeted for assessment each academic year. (Appendix D)
 - ii. Assessment will be part of Pol 494 Senior Capstone Seminar, required for all Political Science and Public Administration majors. Each student will be assigned a faculty committee of three for assessment purposes.
 - iii. Direct assessment will include faculty committee evaluation of writing and oral communications considered important to Political Science and Public Administration, including writing and presentation of policy memos, research papers, editorials, book and article reviews, program assessments, etc. All Political Science and Public Administration majors are required to take Pol 361 Research Methods prior to enrolling in Pol 494 Senior Capstone Seminar.
 - iv. Indirect assessment will include focus group interviews and senior student surveys addressing how students feel the Department did in achieving final student learning outcomes. Alumni surveys, job placement rates, internship assessment essays, and graduate/law school admissions and exam data will also be used.
 - v. Department assessment results and how assessment was used to change the Department's program will be reported annually to the CLS Assessment Committee.

IX. Student Rights and Obligations

- a. Complaint, Grievance, and Appeal Procedures
 - i. For appeals on problems of discrimination, sexual harassment, or academic misconduct, a student should follow established University procedures as described in the Student Handbook at <http://www.uwlax.edu/studentlife/Policies.htm>.
 - ii. For appeals on problems of instruction

1. The student shall first appeal directly to the instructor. The Department chair may attempt to mediate between the student and the instructor at the request of either.
 2. If not thereby satisfied, the student may appeal in writing to the Department chair. The appeal shall specify what the student believes to be wrongly done, supply evidence in support of the student's position, suggest a remedy or corrective action, and be signed and dated.
 3. The chair shall inform the student that the Department's appeal procedure is an advisory process only—not a judicial one. The chair shall convey a copy of the appeal to the instructor. The chair shall convene a hearing committee and serve as its neutral chair. Verbatim transcription need not be done, but a basic record of Who, What, Where, When, shall be made and kept for three years. The Hearing Committee shall consist of three members selected by lottery from a pool of Political Science and Public Administration faculty with no less than three years' experience in the Department. If the appeal is of an action by anyone who would by this process be selected to the Hearing Committee, that person shall be replaced by the next person eligible. If the appeal is of an action by the chair, the person at the top of the Hearing Committee priority list shall move from the Committee to perform those duties of the chair specified in this procedure, and the next eligible person shall succeed to the Hearing Committee.
 4. The student may take a grievance through University processes as described in the Student Handbook at <http://www.uwlax.edu/studentlife/Policies.htm>
- iii. Course grade appeals
1. A student who strongly feels his or her semester grade in a course taught by the Department is demonstrably improper or that the grading was prejudicial or capricious, should first confer promptly with the instructor[s] of the course.
 2. If the student and the instructor[s] are unable to arrive at a mutually agreeable solution, the student may appeal the case, within one month after the start of the next semester. For the purposes of student appeal the 'next semester' applies to Fall and Spring semesters, whichever follows immediately the term for which the student grade was received. The following procedure will apply:
 3. The student will submit a written statement to the Department chair, setting forth his/her reasons for seeking an appeal and presenting any supporting evidence

he/she may have. The chair will then give a copy of this grade grievance to the instructor who is the object of this complaint. The chair will request that the instructor make a written reply to these allegations. The student's written grievance, along with the instructor's written reply to that grievance, will then be forwarded to the grade Appeals Committee after it has been constituted.

4. The chair will then appoint a three-member ad hoc Appeals Committee to review this appeal. The members of this committee will be randomly selected from the Department excluding the instructor[s] teaching the course in which the appeal has been made.
5. This committee will meet to review the student's appeal within one week of its selection. If the committee feels that further review is warranted it is strongly encouraged to meet with the student and, if necessary, to also meet separately with the instructor.
6. A written decision will be sent to the student by the Appeals Committee. Reasons for the decision will be included in this letter.
7. Stipulations:
 - a. The decision of the Appeals Committee is held to be advisory.
 - b. The Appeals Committee may report a faculty member who has failed to comply with its recommendation to the full faculty and request a review.
 - c. Any faculty member who feels that her/his Appeals Committee has made an unfounded or biased decision may make such a charge before the full faculty. In the event of such a charge the committee in question will be required to defend its recommendation before the full faculty. The Department as a whole will then make its recommendation.
 - d. A student may appeal either an Appeals Committee decision or an instructor's refusal to abide by the Committee decision to the full Department, should he/she elect to do so. In such an eventuality the Department may elect to hold the hearing in a closed session at its discretion. The student will be invited to present his/her case before the Department at the Department's discretion. Any review must be based solely upon material supplied by the student to the original Appeals Committee.

- e. The decision of the faculty of the Department of Political Science and Public Administration will constitute the final level of grade appeals within departmental jurisdiction. This decision, not unlike the decision of the Appeals Committee, is also held to be advisory to the faculty member whose grade is being appealed.
 - b. Expectations, Responsibilities, and Academic Misconduct
 - i. Academic and nonacademic misconduct policy referenced: <http://www.uwlax.edu/StudentLife/>
 - c. Advising Policy
 - i. Each student majoring in Political Science and Public Administration will be assigned a faculty advisor appropriate to that student's areas of interest whenever possible. Student requests for a particular faculty member advisor will generally be honored whenever it is feasible to do so. Students are expected to meet with their faculty advisor at least once each semester to discuss their academic progress, career interests, and course schedule. Faculty are expected to keep their posted office hours throughout the academic semester and are recommended to expand these hours during the times that students are scheduled for course registration.
- X. Additional Departmental Policies
 - a. Interim Session Policies
 - i. Faculty are encouraged to offer interim session courses in accordance with University and College policy. The chairperson shall seek to balance courses offered to maximize enrollment and opportunities for faculty to earn interim pay.
 - ii. All full-time members of the Department are eligible to teach interim courses, regardless of rank or earned degrees.
 - iii. Should the University impose limits on interim session appointments, the Department will seek to establish a rotation to guarantee equal opportunity.
 - iv. The chairperson of the Department shall be granted an opportunity to teach each summer.
 - b. Online Course Delivery Policy
 - i. As the delivery of courses online becomes more and more popular and prevalent, the Political Science/Public Administration Department encourages the development and delivery of our courses online but with the assurance about the quality of the course. A subcommittee has been formed in order to draw up criteria for what constitutes a course ready for delivery online. The following steps and criteria need to be considered:
 - 1. if a course is developed as a result of an Online Education grant which is externally evaluated then the Department subcommittee does not have to take a look at it;

2. any course developed in any other manner individually needs to be presented to the committee a week before pre-registration for the course takes place;
 3. this certification process is only necessary for classes that are being taught online for the first time; and
 4. a presentation of the components of the course needs to be scheduled with the Department's online subcommittee.
- ii. The work should be more than 50% completed with the following possible components:
1. the existence of a site development space on D2L;
 2. preliminary syllabus and course outline;
 3. evidence of the use of some methodology for delivery of course materials, i.e. podcast; Media site, PowerPoint lectures; lecture notes; etc.
 4. evidence of the use of discussion forums and/or the news component of D2L as delivery methods;
 5. some developed assignments;
 6. testing and assessments methods though not necessarily having the full-blown tests and instruments available;
 7. grading mechanism;
 8. feedback methods; and
 9. project descriptions, if any.
 10. It is also possible to show a completed previous course to build your case for the deliverability of the current course.
- c. Salary equity policy
- i. The salary equity policy of the Department of Political Science and Public Administration is intended to be consistent with and implement the salary equity policy of the University. The three criteria specified in University policy to be taken into account in making salary equity adjustments are: 1) recent acquisition of Ph.D.; 2) gender or racial inequity; and 3) "inversion" and "compression". In addition, salary comparisons (within academic disciplines) with other universities are informative. The procedures for recommending faculty members of the Department of Political Science and Public Administration for salary equity adjustments depend on the criterion being utilized. Equity adjustment should not be made which negate past merit adjustments.
 - ii. Recent Acquisition of Ph.D. If a faculty member acquires the Ph.D. after being hired by the Department, the Department chair will compare that person's salary to that of other members of the Department of similar rank, similar years of service and similar record of merit evaluations, and in consultation with the Department make a recommendation to the Dean for an appropriate salary adjustment to equalize that person's salary.

- iii. Gender or Racial Inequity. The Department chair will make the appropriate salary comparisons, and if gender or racial inequalities exist that are not accounted for by records of merit evaluations, years of service or rank, the Department chair, in consultation with the Department will make a recommendation to the Dean for appropriate salary adjustments. Members of the Department may request that the chair determine if their salary qualifies them for a recommendation for a salary equity adjustment based on the criterion of gender or racial inequity.
- iv. Inversion. Inversion exists when a faculty member in the Department receives a significantly lower salary than a Departmental colleague with fewer years of credited service, and that difference is not accounted for by a record of merit evaluation or rank. Inversion is not automatically or necessarily indicated when a person newly promoted to a higher rank has a somewhat lower salary than someone with numerous years of experience at the next lower rank. The Department chair will annually scrutinize salaries for inversion, and if any are identified, in consultation with the Department, make a recommendation to the Dean for an appropriate salary adjustment to equalize that person's salary. Members of the Department may request that the chair determine if their salary qualifies them for a recommendation for a salary equity adjustment based on criterion on inversion.
- v. Compression. A faculty member is eligible to be considered for a salary equity adjustment if his or her salary is lower than comparable salaries at other institutions as ascertained by comparison with appropriate data sources.
- vi. Sick leave & Vacation. Department members will account for sick leave in adherence to the most current UW System guidelines <http://www.uwsa.edu/hr/benefits/leave/sick.htm>. For unclassified staff, 12-month employees garner vacation time, 9-month employees do not.
- vii. Hiring policy and procedures are found at <http://www.uwlax.edu/hr/>
- d. Travel Policy
 - i. The Department strongly encourages and supports faculty travel to conferences, seminars, and/or other venues for professional enrichment and development.
 - ii. Department travel monies will be allocated among faculty seeking to travel, and the chairperson will allocate a sum deemed appropriate to the travel request being made.
- e. Workload Policy
 - i. The standard full-time teaching workload in the Department is twelve credits in both the Spring and Fall semesters. Interim session teaching is optional.

- ii. The workload should involve not more than three different course preparations per semester, unless the faculty member voluntarily agrees to exceed this number of course preparations.
 - iii. Variations in workload, including reductions in load, are permitted under special circumstances, subject to review and approval by the Department as a whole.
- f. Miscellaneous
- i. Final Exams
 - 1. Final exams are required to take place as scheduled during the final exam week.
 - ii. Leaves of Absence
 - 1. Leaves of absence are governed by University policy; formal leaves of absence exceeding 30 days require written approval of Human Resources & Diversity and the Department.
 - 2. Leaves without pay are granted for illness, care of a child, spouse, or parent with a serious health condition, education, military and exceptional personal reasons. Maternity/paternity leaves will be granted for birth or adoption of a child for up to, but not exceeding, six months. Upon request of the employee, maternity leave of absence may be extended for another period of time, not to exceed six months.
 - 3. The Department may approve a leave of absence request that extends beyond a twelve-month period only under extraordinary circumstances, and then only when the Department determines that such an extension of the leave of absence is in the Department's best interest.
 - iii. Office Assignment
 - 1. The rule of seniority shall apply to office assignments. Seniority is measured by rank and UW-L years of service in rank.
 - 2. The chairperson shall be assigned the office designated for chairperson.

Appendix A: Merit Evaluation Form

NAME: _____
Merit Vita Form for _____
Completed(month,date,year):_____

1. Teaching
 - a. Narrative/Self Assessment:
 - b. Teaching Objectives for Next Year:
2. Scholarship
 - a. Narrative/Self Assessment:
 - b. Scholarship Objectives/Program for Next Year.
3. Service
 - a. Narrative/Self Assessment.
 - b. Service Objectives for Next Year
4. Merit Report from Digital Measures (see below)

MERIT REPORT - INDIVIDUAL (From Digital Measures)

- I. GENERAL INFORMATION
- II. TEACHING
 - a. Teaching Schedule
 - i. List any pedagogical innovations that you introduced (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)
 - ii. List any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented
 - iii. List the activities that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.).
 - b. Assessment of Teaching – Direct Measures of Student Learning
 - c. Assessment of Teaching – Indirect Measures of Student Learning
 - d. Assessment of Teaching – Case Studies or Sample Work by Students
 - e. Advising
 - f. Non-Credit Instruction Taught
 - g. Grants
 - h. Additional Teaching Evidence
- III. SCHOLARSHIP
 - a. Intellectual Contributions
 - i. Published and Accepted
 - ii. Conference Proceeding
 - iii. Journal Article, Academic Journal
 - b. Works in Progress
 - i. Encyclopedia Entry
 - ii. Journal Article, Academic Journal
 - iii. Research Report
 - c. Other Scholarly Activities
 - i. Paper presented at academic conference

- ii. Other Faculty Development Activities Contributions
- d. Research Currently in Progress
 - i. Contracts, Grants, and Sponsored Research
 - ii. Student Research
 - iii. Undergraduate Research
- e. Additional Scholarship Evidence

IV. SERVICE

- a. Service
- b. Department Service
- c. College Service
- d. University Service
 - i. Committee Involvement
- e. Professional and Community Service
- f. Other professional and community service
- g. Service Presentations
- h. Professional Memberships
- i. Grants
- j. Additional Service Evidence

V. ADDITIONAL INFORMATION

- a. Awards and Honors
- b. Faculty Development
- c. Pre UW-L CV Link
- d. Librarianship

Appendix B:

Standards for Teaching, Scholarship, and Service for Retention, Promotion, Tenure, and Post-Tenure Review.

Teaching:

- Advising and counseling students
- Curriculum and course development
- Peer evaluations
- Participation in teaching workshops and faculty development oriented to teaching
- Study and teaching abroad
- Special lectures and presentations
- Supervision of undergraduate and graduate research
- Supervision of internships
- Student evaluations
- University Outreach Programs and Courses
- Other activities related to teaching

*Excellence in teaching includes good teaching evaluations and substantial teaching achievements and contributions.

*Meritorious includes satisfactory teaching evaluations and significant achievements and contributions.

Scholarship:

- Conducting and/or participating in professional development workshops
- Conference papers
- Grant supported research
- Grant writing
- Manuscripts submitted for publication and pending publication
- Published articles and chapters in non-peer reviewed publications (single or co-authored)
- Published book, articles and chapters in peer reviewed publications (single or co-authored)
- Published book reviews
- Public professional presentations at forums, institutes, and seminars, etc.
- Serving as discussant on conference panels
- Study and research abroad as part of study or teaching abroad
- Other activities related to scholarship

* Excellence in scholarship includes a record of peer reviewed publications, professional conference papers, and/or grant supported research.

*Meritorious includes a record of conference activities and professional presentations.

Service:

- Department committees and/or chairperson
- University committees

- Involvement in community organizations
- Office holding in professional associations
- Book reviews and evaluating manuscripts for publication
- Public speaking
- Membership on boards, commissions, task forces, projects and/or special assignments
- Holding public office and involvement in political campaigns and events
- Serving as a consultant to community organizations and media
- Media commentator
- Being an activist involved in political issues and movements
- Other activities related to service

* Excellence in service includes a range of activity embracing leadership in University, Department, and professionally related community service.

* Meritorious includes University, community, and Department service.

Appendix C

Department of Political Science and Public Administration Student Evaluation of Instruction

Student responses to the items on this sheet are solicited to assist in the evaluation of faculty members for promotion, retention, tenure, and merit evaluation. Responses are completely anonymous. Results are not released until after the semester. Please give careful thought to each item.

Please indicate your level of agreement with the following statements using the following scale.

A=Strongly Agree -----E=Strongly Disagree

	Str ongly Agr ee					Strongly Disagree
I was looking forward to taking this course.	A	B	C	D	E	
The instructor was helpful to students.	A	B	C	D	E	
The instructor was well prepared.	A	B	C	D	E	
The instructor communicated the subject matter clearly.	A	B	C	D	E	
I learned a great deal from this instructor.	A	B	C	D	E	
Overall, the instructor was excellent.	A	B	C	D	E	

Faculty Last Name: _____ **Course Number:** ____ **Section:** _____

You are invited to comment briefly, and anonymously if you prefer, on the following open-ended items. This sheet will be reviewed by the Department chair and the instructor after the end of the semester.

1. What did you like best about this course and its instructor?

2. What did you like least about this course and its instructor?

3. What suggestions do you have for improving this class and the instructor's teaching?

Appendix D. Department Learning Goals

A. 100-200 Level Students will Demonstrate Learning at these Levels:

1. Understand basic historical, institutional, informational, and conceptual frameworks for studies within the Department's eight subfields.
2. Master vocabulary, concepts, information, and ideas to understand politics and world affairs.

B. 300-400 Level Students Will:

1. Use tools and methods of research appropriate to subfields.
2. Use journals and scholarly books.

C. Pol 494 Senior Capstone Seminar Political Science and Public Administration Majors Will:

1. Conduct a more intense and focused investigation of one subarea.
2. Write in a research rather than narrative mode, utilizing research methodologies appropriate to the discipline.

Demonstrate mastery of written and oral communications appropriate to their political science and/or public administration field(s) of interest.