

**Department of Political Science and Public Administration**  
**Bylaws and Policies**  
**Provisionally Adopted March 30, 2006**

**I. Bylaws**

**1.1 Department Name and Mission**

**A. Name:** Department of Political Science and Public Administration.

**B. Department Mission and Objective**

(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 and Broadfield Social Studies and Political Science in the School of Education) and in numerous general education and service courses for other programs. For example, the Criminal Justice Minor is shared between both Pol/PA and Sociology. In addition, the Prelaw Program 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 Pre-law Program and through our numerous General Education 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.

**C. Political Science Major**

(1) 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.

#### **D. Public Administration Major**

- (1) 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.

### **1.2 Membership, Meetings and Voting**

#### **A. Membership**

- (1) Every person who is teaching one or more Pol/PA courses in the Department shall be considered members of the Department.

#### **B. Meetings**

- (1) 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.

#### **C. Voting**

- (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.

### **1.3 Operating Rules and Amending Procedures**

- (1) The bylaws 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 bylaws and policies.

#### **A. Procedural Rules**

- (1) The Department follows 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. When the Department moves to close a meeting, it must do so by citing the proper statute (Section 19.85 in the Wisconsin Statutes). Minutes will be recorded by the Department program assistant or a faculty volunteer (if the PA cannot attend a Department or committee meeting) for distribution to department members. Copies of the minutes of Department meetings and committee meetings shall be kept by the Department chairperson and program assistant. Personnel related minutes will be taken by the Chair and written within one week of proceedings. They will be available by request.

#### **B. Amendments to Bylaws**

- (1) Amendments or additions to Department bylaws 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.

#### **C. Amendments to Policies and Procedures**

- (1) Amendments or additions to Department policies may be adopted by a majority vote at any Department meeting, effective immediately.

## **1.4 Quorum**

- (1) For meetings of the Department and its Committees, a quorum is defined as a simple majority of the persons eligible to vote.

## **1.5 Department Responsibilities**

- (1) The faculty has the responsibility of carrying out the purposes of the Department as in Bylaw 1.1, through their contributions in the areas of teaching, scholarship, and service. The responsibilities of the Department and Department members are described in the bylaws of the Faculty Senate published in the Employee Handbook.

## **1.6 Instructional Academic Staff Expectations**

- (1) Academic staff lecturers are held to the same teaching expectations 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.

## **1.7 Department Committees**

- (1) 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, to address special problems needing carefully examined study. For example, a working assessment committee was appointed to address program assessment within the Department.

## **1.8 Department Chairperson**

- (1) The Department chair is elected for a three-year term and is limited to serving two consecutive terms or not more than seven years if a chair resigns at least two-thirds of the way through his/her term.
- (2) The chairperson is generally responsible for ensuring that the policies and procedures of the Department are carried out in accordance with the departmental bylaws and that the Department and its members are fulfilling the responsibilities enumerated in the University of Wisconsin-La Crosse Employee Handbook under Section XII, Faculty Organization and Policies.

- (3) As specified in this Section, the chairperson will assume a prominent role in creating a professional environment conducive to high morale and productivity in the Department. Specific Department functions supervised or performed by the chairperson include student registration and course scheduling, curriculum matters, budget management, textbook rental purchases, oversight of equipment and facilities, scheduling and chairing Department meetings, personnel matters, and hearing and responding to student concerns.

## **II. Policies**

### **2.1 Hiring Procedures**

#### **A. Tenure-Track Faculty**

- (1) The Department of Political Science/Public Administration shall utilize recruiting procedures that observe existing federal and state statutes and UW System rules (UWS 3.02) and guidelines pertaining to affirmative action in the recruitment of faculty.
- (2) The Department chairperson shall write an initial position description (currently the yellow sheet “Position Vacancy Advertisement”), subject to full Department review, that addresses existing academic needs. Following the approval of the position request by an appropriate administrative officer, the chairperson shall take care to advertise the position in a wide range of public and professional publications.
- (3) The initial responsibility of the Department (operating as a committee of the whole in search and screen proceedings) is to complete the “Candidate Selection Criteria” sheet as required by University policy. Simultaneously, the Department Chair should assume the responsibility to complete the first four sections of the Authorization to Recruit form (the current “pink sheet”) and the whole of the Recruitment Efforts Plan (the current “salmon sheet”). These three sheets, in combination with the Position Vacancy Advertisement (the aforementioned “yellow sheet”) should pass without delay as a single packet, to the College Dean for signature.
- (4) Once this packet of forms has reached the Provost’s Office for final confirmatory signature, it will be sent to the Human Resource’s Office

which will promptly return it to the Department so that the faculty position advertisement can be placed with appropriate professional publications. All position advertisements will include the official University affirmative action statement (either the short or long version of said statement).

- (5) The Department program assistant manages the candidate files throughout the recruitment process. The Department will elect a chair and a secretary to serve for each faculty search. The secretary (program assistant in the secretary's absence) will be responsible for taking minutes of meetings. The program assistant will be responsible for posting notices of meetings including whether or not these meetings will be held in open or closed session as well as mailing acknowledgement letters and EEO information request forms—with tracking numbers attached—to each applicant.
- (6) All deliberations of the committee and the names of nominees and candidates are confidential. Public statements are to be made only by the Department or Search chair, and all questions relating to the business or progress of the committee are to be referred to the Department chair for reply.
- (7) Evaluation meetings may be closed by majority vote of those in attendance, for the purpose of discussing individual candidates. The chair or presiding officer will entertain a motion “to convene in a closed session to consider personal history information about applicants for the position of, eg., Assistant Professor, as provided in section 19.85(1)(f) of Wisconsin statutes.”
- (8) Immediately following the advertised closing date for receiving completed applications, the chair of the search will contact the Affirmative Action & Diversity Officer (preferably by e-mail, copied to the Dean) to initiate a review of the affirmative action forms received thus far by the AAD Office for racial, ethnic, and gender diversity appropriate to the realities of the academic discipline for the position. As this affirmative action review of the applicant pool is occurring, the search and screen committee will proceed with its review of the applications.
- (9) Each Department member has the responsibility to carefully screen all applications paying particular attention to teaching, scholarship, advising and service experience that specifically addresses Department needs based on the position description. Preference is given to candidates with a Doctorate of Philosophy (Ph.D.) and experience, although A.B.D. (candidates who have completed all their studies with the exception of the dissertation or doctoral thesis, i.e., “All But Dissertation”) applications will be considered if teaching and scholarship is superior in comparison to other candidates and appropriate to Department needs.

- (10) The choice of interview candidates is based on majority support of the Department's full-time faculty, with particular attention given to faculty whose expertise may rest in the area of academic interest. The search chair will ask Department colleagues to make phone and/or e-mail contacts with applicants to ascertain their "fit" with the position teaching areas, commitment to teaching and to Department goals. Upon completion of this screening, the chair of the search will notify the ADD (preferably by e-mail and copied to the Dean) of the candidate numbers and reason codes for those applicants who are no longer under consideration.

## **B. Academic Staff Teaching Appointments**

- (1) The recruitment of instructional academic staff may vary depending on whether it is a full-time or part-time position. The recruitment of full-time Academic Staff will demand the same attention to detail associated with the recruitment of regular probationary faculty, although such staff may be Juris Doctorates or A.B.D.s (with an expectation to complete the Ph.D.) with some experience in the classroom. Such appointments are generally the result of faculty sabbaticals, leaves of absence, or special workload releases. In general, the selection of specific courses to be taught by academic staff lecturers is decided by the Department chair with the advice of Department members.

## **2.2 Annual Review and Faculty Merit Evaluations**

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**

- (1) To evaluate all full 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**

- (1) To encourage collegiality and cooperation among faculty in different curricula 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.
- (8) To encourage activities which will benefit the Department.

## **C. Procedures**

- (1) 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.
- (2) With the exception of the chair, all merit review assessments are to be returned to the chairperson. The assessments of the chairperson will be compiled by a faculty member selected by common agreement of Department members. For purposes of merit assessment, teaching will represent 50 percent of the quantitative value of merit; scholarship 25 percent; and service 25 percent.
- (3) Each full-time faculty member shall be classified as exceptional merit, meritorious, or no merit for purpose of promotion, retention, and post-tenure review. Exceptional merit requires a weighted merit assessment score exceeding 80% of the maximum points possible; meritorious requires an assessment score exceeding 50% of the maximum possible; and no merit shall apply to faculty whose weighted merit assessment score is less than 50% of the maximum possible.

## **D. Merit Distribution**

(1) Funds from the pool of money available for distribution for merit pay increases shall be allocated on the basis of merit every year the fund for pay increases exceeds 4% (combined COLA and merit). In years where the total increase in pay totals less than 4%, all monies shall be allocated as COLA.

(2) In years where the pay increase equals or exceeds 4%, merit funds shall be allocated by the following formula:  
 $aX+b(X+Y)+c(X+2Y)=\text{merit fund to be distributed.}$

Where: a=number of faculty members in no merit category  
b=number of faculty in meritorious category  
c=number of faculty in the exceptional merit category

X=mean merit salary increase for those in the no merit category  
Y=merit pay differential between meritorious categories

The Department, meeting as a whole, shall decide the exact dollars for Y and 2Y, based on the total pool and pools for each rank.

## **E. Merit Appeals Procedure**

1. 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.
2. 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.**

- (1) Each part-time faculty and teaching academic staff member is required to submit to the chairperson by April 30 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 submit. The Department, meeting as a whole in closed or executive session, shall decide annually exceptional merit, meritorious, or no merit for individual part-time faculty and academic staff.

- (2) A recommendation to retain or renew the contract of part-time faculty or academic staff shall require a merit evaluation of exceptional merit or meritorious by a majority of the Department meeting as a committee of the whole.
- (3) 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.
- (4) 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.

## **2.3. Probationary Faculty Retention and Tenure Recommendation Policy**

### **A. Probationary Faculty Retention Review Process**

- (1) Probationary faculty members are encouraged to obtain faculty mentors within and external to the Department. Department mentors are to serve as accurate sources of information and perspectives as they assist the professional development of new faculty.
- (2) The annual review materials prepared for Department faculty by each probationary faculty member shall include: a record of student evaluation of teaching (SEI) for each course taught; a record of scholarship and evidence of a scholarship program; and a record of professional, public, and University public service, using as a guide the Department's teaching, scholarship, and service form (Appendix B).
- (3) The annual review meeting shall be conducted in compliance with the Open Meetings law of the State of Wisconsin. The probationary faculty member shall be given ample opportunity to make written and/or oral presentation in support of his/her record of achievement.

- (4) The Department decision shall be reported in writing to the probationary faculty member and to the Dean of the College of Liberal Studies within seven calendar days.

## **B. Non-renewal of Probationary Faculty**

- (1) If the probationary faculty member wishes to know the reasons for non-renewal, he/she may request them within 10 days of the decision not to renew. These written reasons must be provided to the probationary faculty member within 10 days of the written receipt of the written request. The reasons for non-renewal then become part of the official personnel file of the probationary faculty.
- (2) If the probationary faculty member wishes a reconsideration of the initial non-renewal recommendation, he/she must request reconsideration in writing within two weeks of receipt of the copy of reasons for non-renewal. The meeting for reconsideration shall be held within two weeks of the probationary faculty's request, and the probationary faculty member shall be notified a minimum of seven days prior to the date of the meeting.
- (3) At the reconsideration meeting, Department faculty and the probationary faculty member may also choose up to two members of the University community to be present. These third parties may question either of the other parties and make comments to them. These third parties shall file their report of the reconsideration meeting with the chairperson to share with the faculty. Should later appeals be held, the third parties may be called as witnesses. The probationary faculty member may make a personal presentation and is entitled to present documentary evidence.
- (4) The reconsideration meeting shall be held in accordance with all relevant and appropriate Wisconsin and UW System rules and regulations.
- (5) The reconsideration meeting is not a hearing or an appeal and shall be non-adversarial in nature. Its purpose is to allow the probationary faculty member an opportunity to persuade the Department's members to change the recommendation of non-renewal by challenging the stated reasons and/or by offering additional evidence in support of retention. The burden of proof is on the faculty member requesting reconsideration.
- (6) Following the reconsideration meeting, the chairperson after consultation with Department members, shall forward the recommendation with written reasons to the Dean of the College of Liberal Studies. A copy of the recommendation shall also be provided to the probationary member within seven days of the reconsideration.

- (7) The probationary faculty member denied renewal may appeal the decision of the Department faculty to the hearing committee established under UWL 4.03. The appellant shall send a written request for review of his/her case to said hearing committee and shall include a statement of factors alleged to be materially prejudicial {see UWS 3.08 (1) a,b,c}, and shall provide evidence to support the appellant's claims. The said hearing committee may deny further consideration of the case if these materials are not provided.
- (8) If proper notice is not given in accordance with UWS 3.09, the aggrieved faculty member shall be entitled to a one-year terminal appointment.

### **C. Tenure Review**

- (1) A tenure review meeting shall take place at the end of the statutory probationary period, or a shorter period designated due to prior credited service. The tenure meeting will follow the rules of Wisconsin's Open Meeting law and shall take place in early November, in accordance with the rules for retention of probationary faculty. Notice of the tenure meeting shall be given at least 12 months prior to the end of the probationary period or otherwise, in accordance with the UW System's rules and procedures.
- (2) The faculty member seeking tenure shall provide a file of materials available to all faculty members documenting accomplishments in teaching, scholarship, and service since coming to the University. The faculty member seeking tenure may, at the tenure meeting, provide further written materials and an oral presentation in support of his/her request.
- (3) The chairperson shall provide a letter recommending tenure, and attached documentation, to the appropriate administrative authority based on a final vote of existing tenured Department members. The vote shall take into account the record of the candidate and give due weight to the appraisal of other non-tenured Department members. Should there be no tenured Department members, the decision will be based on the full Department membership.
- (4) Should tenure be denied, the faculty member shall have the right to appeal denial following the rules and procedures established in section .... "Non-renewal of Probationary Faculty."

## **2.4. Academic Staff Teaching Reappointment**

- (1) Academic staff teaching reappointment is made following the same procedures as previously described under “Academic Staff Hiring Appointments” with the one addition being the Department’s consideration of the instructor’s teaching evaluation (SEI) for the prior year. All instructional academic staff are required to administer the Department’s standard student evaluation instrument (SEI) for each and every course taught. The Department may require an observational classroom teaching visit as part of a renewal consideration.

## **2.5 Post-tenure Review of Faculty**

- (1) The five-year review represents a compilation of a faculty member’s record of effort and achievement in teaching, scholarship and service over a five-year period following tenure, last promotion, or last five year review. The chairperson will maintain a review cycle on file with the Dean.
- (2) The five-year review will be completed as part of the merit determination process (or as soon thereafter as possible). Tenured faculty members who have received five uninterrupted years of “meritorious” or higher merit evaluations shall be judged to be performing satisfactorily.
- (3) Tenured faculty members who have received one or more merit evaluation(s) of less than “meritorious” shall be required to initiate formative evaluation. Any tenured faculty member who wishes to voluntarily initiate a formative evaluation for purposes of professional development may do so.
- (4) Formative evaluation requires submission of a self-assessment narrative of his/her last five years in teaching, scholarship, and service, in addition to merit evaluation forms (for the last five years). The review document may be represented by self-appraisals over the preceding five years, peer review, or could entail a portfolio with a resume and accompanying documentation.
- (5) Formative evaluation shall be by tenured members of the faculty. The formative evaluation report is confidential and shall not be kept as a departmental record.
- (6) The results of the five-year review of tenured faculty members will be sent to the Dean.

## **2.6 Promotion Recommendations**

### **A. Promotion Review Process**

- (1) The Department chair will notify in writing faculty members eligible for promotion and establish a date for the Department promotion consideration meeting. A candidate shall have a minimum of 30 days to prepare materials for the promotion consideration meeting following notification of his/her eligibility for promotion. Candidates wishing to decline promotion consideration shall inform the chairperson prior to the date of promotion consideration.
- (2) Faculty who are eligible for promotion must submit a completed Faculty Promotion Evaluation Report form, vita, and other promotion materials at least ten days prior to the Department promotion consideration meeting.
- (3) The promotion consideration meeting shall be held in accordance with the Wisconsin Open Meetings Law.
- (4) Voting eligibility in all promotion considerations shall be restricted to only faculty of the same or higher academic rank as the promotion rank which the candidate is seeking. This means only full professors are eligible to vote on promotion recommendations to full professor, and only full and associate professors are eligible to vote on promotion to associate professor.
- (5) The results of the vote will be recorded and entered in the appropriate portion of the Faculty Promotion Evaluation Report.

### **B. Promotion Criteria**

- (1) To be considered for promotion to a higher rank, faculty must meet the minimum University criteria as stated in the UW-L staff handbook.
- (2) 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).
- (3) 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).

- (4) The criteria shall be weighed as follows for all rank advancement: Teaching (50%), Scholarship (25%) and Service (25%).

## **C. 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.

## **2.7 Peer Review of Teaching**

- (1) Probationary tenure-track faculty are required to undergo a minimum of one "peer classroom evaluation of instruction" in the first two years of employment. Classroom peer evaluators shall be chosen by the chairperson of the Department in consultation with the faculty member undergoing peer classroom evaluation.
- (2) The peer classroom evaluation will become part of the probationary faculty's permanent file and will be consulted, as appropriate, for retention and promotion considerations.
- (3) Tenured faculty, especially those seeking promotion, are encouraged to undergo "peer classroom evaluation." Peer classroom evaluations will become part of tenured faculty permanent files and will be consulted, as appropriate, for promotion considerations.

## **2.8 Student-related Policies**

### **A. Advising.**

- (1) Each student majoring in either Political Science or Public Administration will be assigned a faculty advisor appropriate to that student's major and primary field of interest. 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 on a regular basis to discuss their academic progress, career interests, and course schedule. Faculty are expected to keep posted office hours and it is recommended to expand these hours during the times students are scheduled for course registrations.

### **B. Student Course Evaluations**

- (1) Each faculty member is required to undergo administration of the standardized student evaluation of instruction (SEI) form for fall and spring semesters in all classes enrolling fifteen or more students. These SEI forms (see Appendix C) are routinely made available from the Department program assistant and are to be administered during last two weeks of the semester. The instructor is expected to leave the classroom and not return until the SEI forms have been delivered to the Department program assistant. The SEI scores shall become part of the faculty member's permanent file for purposes of retention, promotion, and post-tenure review. Faculty members are also encouraged to undergo student evaluation of instruction in courses enrolling less than fifteen students.

### **C. Course Grade Appeals**

- (1) The student seeking to appeal a grade shall first consult with the instructor to see if an agreement over the grade question can be reached.
- (2) If the student is not able to get satisfaction in a meeting with the instructor, the student shall file a written appeal with the chairperson of the Department, setting forth his/her reasons for seeking an appeal and presenting any supporting evidence he/she may have. A student appeal of a grade must be submitted in writing within one month after the start of the next semester. The Chair will give a copy of the written appeal to the instructor who is the object of the complaint and request that the instructor make a written reply to the student's appeal within 14 days. The student's appeal and the instructor's written reply will be submitted to a three-member ad hoc faculty appeals committee to be established by the chair no later than 14 days after reception of the instructor's written reply.

- (3) The ad hoc faculty appeals committee decision shall be considered advisory and will be communicated to both the student and instructor.
- (4) A student may appeal the Appeals Committee decision or an instructor's refusal to abide by an Appeals Committee decision to the full Department, should he/she elect to do so. The Department shall then hold a hearing and the student will be invited to present his/her case before the Department. Any review must be based solely upon material supplied by the student to the original Appeals Committee.
- (5) The decision of the faculty of the Department will constitute the final level of grade appeals within the Department's jurisdiction. This decision is also to be held advisory to the faculty member whose grade is appealed.
- (6) The instructor of the course is the only person that can change a grade in terms of Department policy, and the instructor's grade is final.
- (7) This process applies to grades given to specific instances of academic work and/or final course grades.
- (8) In all cases of appeal, the burden of proof remains with the student appealing a grade.

#### **D. Incomplete Grades**

- (1) Grades of "incomplete" shall be issued to students in cases where illness, family tragedy or other unusual circumstances beyond the control of the student have prevented the student from completing some portion of the course requirements. These criteria are stipulated in University policy.
- (2) Incompletes shall not be issued unless the student has completed some substantial portion of the required course work. Work or other obligations not related to health or family are not legitimate grounds for incomplete grades.
- (3) In cases where the original instructor cannot evaluate the student's completed work, the Department chair will take responsibility for arranging that work to be evaluated for a grade and that the student's grade is reported to the Office of Records and Registration. For internships, the Department internship director shall be responsible for the submission of grades.

## **E. Student Non-grade Appeals**

- (1) Non-grade appeals may be lodged by students regarding faculty and staff. Such complaints should be lodged either orally or in writing with the Department chair or College Dean. The hearing procedure for these non-grade concerns are detailed in the Student Handbook and can be found on the University website.

## **F. Credit by Examination**

- (1) Students may “test out” of Political Science 101 or Pol 102 through credit by examination.
- (2) Students seeking credit by examination must make arrangements with the chairperson of the department. Opportunity for credit by examination will be provided on an as needed basis.
- (3) The student must achieve a grade of “C,” or 70% of the total points possible on the examination. The credit by exam essay portion will be graded by a faculty committee of three persons. Students will be notified of the results as promptly as possible, normally within 5-7 days following the taking of the test.
- (4) For students who pass the exam, a grade of “pass” for Pol 101 or Pol 102 will be recorded on their official transcript. The student’s GPA will not be affected by taking the exam.

## **G. Academic Misconduct**

- (1) Academic misconduct is governed by UW System policy and is subject to punishment appropriate to the nature of the misconduct as outlined in UW System policy. The details of this policy and the hearing procedures are detailed on the University’s website.

## **2.9 Academic Program Assessment**

### **A. Procedure**

- (1) The Department shall conduct annual assessment of student learning utilizing direct and indirect measures to assess student performance meeting. Specific learning goals/outcomes will be targeted for assessment each academic year. (Appendix C )

- (2) 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.
- (3) 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.
- (4) 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.
- (5) Department assessment results and how assessment was used to change the Department's program will be reported annually to the CLS Assessment Committee.

## **B. Use of Assessment Results**

- (1) The results of student assessment will be discussed at an annual meeting and used to identify needs for action and changes in the department program.

## **2.10 Miscellaneous Policies**

### **A. Interim Session Policies**

- (1) Faculty are encouraged to offer interim session courses in accordance with University and College policy. The chairperson shall seek to balance courses offered to maximum enrollment and opportunities for faculty to earn interim pay.
- (2) All full-time members of the Department are eligible to teach interim courses, regardless of rank or earned degrees.
- (3) Should the University impose limits on interim session appointments, the Department will seek to establish a rotation to guarantee equal opportunity.

- (4) The chairperson of the Department shall be granted an opportunity to teach each summer.

## **B. Salary Equity Recommendations**

- (1) The Department shall recommend salary equity adjustments consistent with the salary equity policy of the University in cases involving (a) recent acquisition of a Ph.D.; (b) gender or racial inequity; and (c) “inversion” and “compression.”
- (2) Faculty may ask the Department chair to be considered for a salary equity adjustment. The department chair will scrutinize salaries for evidence of inequity and make a decision whether to support a salary equity adjustment.
- (3) A faculty member denied a salary equity adjustment recommendation by the chair shall have the right to appeal the decision of the chair to the tenured members of the faculty. The chair shall supply the tenured faculty data on salaries and take into account their recommendation.
- (4) The chairperson will recommend to the Dean salary equity adjustments.

## **C. 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.

## **D. Travel Allocation Procedures**

- (1) The Department strongly encourages and supports faculty travel to conferences, seminars, and/or other venues for professional enrichment and development.
- (2) Department travel monies will be allocated equally among faculty seeking to travel, and the chairperson will allocate a sum deemed appropriate to the travel request being made.

## **E. Workload Policies**

- (1) The standard full-time teaching workload in the Department is twelve credits in both the Spring and Fall semesters. Interim session teaching is optional.
- (2) 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.
- (3) Variations in workload, including reductions in load, are permitted under special circumstances, subject to review and approval by the Department as a whole.

## **F. Final Exams**

- (1) Final exams are required to take place as scheduled during the final exam week. Instructors may opt to give students the choice of taking their course final on the last official day of class or during the officially scheduled final exam time. The student must be given the option of taking the final during the closure week

## **G. Office Assignment Policy**

- (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): \_\_\_\_\_

## **I. Teaching:** SEI Scores on Question 30 (fractional median)

**Fall** \_\_\_\_\_ :

Pol \_\_\_\_\_  
Pol \_\_\_\_\_  
Pol \_\_\_\_\_  
Pol \_\_\_\_\_  
Composite \_\_\_\_\_

**Spring** \_\_\_\_\_ :

Pol \_\_\_\_\_  
Pol \_\_\_\_\_  
Pol \_\_\_\_\_  
Pol \_\_\_\_\_  
Composite \_\_\_\_\_

**A. Narrative/Self Assessment:**

**B. Teaching Objectives for Next Year:**

## **II. SCHOLARSHIP**

**A. Scholarship Achievements**

- 1. Publications**
- 2. Conference Papers**
- 3. Grants**
- 4. Other**

**B. Narrative/Self Assessment:**

**C. Scholarship Objectives/Program.**

## **III Service**

**A. Service Record**

- 1. Service to the university:**
- 2. Service to the College of CLS**
- 3. Service to the Department**
- 4. Service to the community**

**B. Narrative/Self Assessment:**

## **Appendix B: Standards for Teaching, Scholarship, and Service for Retention, Promotion, 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

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

**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

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 D. Department Learning Goals**

### **A. Lower Division Undergraduates 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.
- (3) Demonstrate mastery of written and oral communications appropriate to their political science and/or public administration field(s) of interest.