

SETON HALL UNIVERSITY  
SCHOOL OF DIPLOMACY AND INTERNATIONAL RELATIONS  
DEPARTMENT BYLAWS

I. Composition of the Faculty of the Department.

1.1 As initially created, the faculty governance structure of the School of Diplomacy and International Relations (the “School”) consists of one department, the Department of Diplomacy and International Relations (the “Department”). Accordingly, the faculty of the Department is co-extensive with the faculty of the School. When the faculty of the School creates additional departments, these bylaws shall govern the operation of those departments, unless and until amended or altered by the faculty of the new departments.

1.2 Only full-time faculty are members of the Department and eligible to participate in Department faculty meetings, serve on a faculty committee or as an office-holder of the Department, vote in a Department election, and participate in Department decisions. Full-time faculty are those individuals in the School with principally instructional duties who have tenure or whose contracts stipulate that they are full-time employees, and include tenured and probationary faculty at all ranks, faculty associates, and those holding term appointments. As provided in Faculty Guide Article 10.1.g, faculty who hold administrative positions at the assistant or associate dean level or above do not have the right to be present during discussion or voting with respect to personnel decisions, e.g., appointments, rank and tenure recommendations, and chairperson elections at the department level. Such individuals may participate in other Department decisions by Department invitation.

II. Duties and Powers

2.1 Department faculty have jurisdiction over academic matters related to the Department. As long as there is one department, the faculty of the Department may act in the name of the faculty of the School and may do so without specifically so indicating. At all times, Department faculty may consider School and University matters.

III. Officers

3.1 A chair shall be elected, by the Department faculty members eligible under Faculty Guide Article 10.1a, for a renewable term of three years. The selected chair must be approved by the Dean. All full-time faculty members holding tenured appointments in the Department are eligible to serve as chair. The Department may petition the provost to waive this requirement.

3.2 The responsibilities and duties of the chair are specified in the Faculty Guide, as are procedures for the chair’s removal and/or replacement before the end of his or her term.

3.3 Service as chair will be credited toward eligibility for sabbatical leave.

3.4 If the Department chair deems it advisable to have one or more assistant chairs to help him/her in performing his/her duties, the faculty may elect assistant chairs. Assistant chairs are elected for a renewable term of three years. The Department chair shall determine the division of responsibilities between the assistant chairs. The Department chair may remove assistant chairs after consultation with the Department faculty.

#### IV. Committees

4.1 There shall be a standing Department Rank and Tenure Committee.

a. Membership

1. The Committee is composed of all of the tenured members of the Department.
2. Faculty members who are also administrators, other than chairpersons of departments, are not eligible to become members of the Committee.
3. No member of the committee shall vote on his/her own promotion. If and when there are three full professors in the Department, no member of the committee shall vote on a promotion to a rank higher than his/her own rank.
4. As long as there is one department, there will be a single rank and tenure committee for the Department and the School, to be known as the Departmental/School Rank and Tenure Committee.
5. No member of the University Rank and Tenure Committee shall be a member of the School committee.

b. Duties and Functions of the Committee

1. The Committee shall elect one of its members as a chair each year. He/she is responsible for calling and conducting meetings of the Committee and otherwise organizing the work of the Committee. The chair is a voting member of the Committee.
2. The chair shall receive and distribute to the members of the Committee written materials pertaining to tenure and promotion. The faculty member being evaluated shall be advised by the chair in writing of his/her right to appear before the Committee before deliberation on his/her application to answer questions and to present his/her case.
3. The Committee's decision is by a majority of those voting. All eligible Committee members shall vote either positively or negatively on each applicant, except for a clear conflict of interest. All eligible Committee members shall also include a simple statement of reasons for their votes. A compendium of these statements shall be included in the record.
4. The result of the vote, including the written reasons and recommendations of the Committee, shall be sent to the Dean and the Provost. Additional copies shall be sent to the Department chair and to the applicant. The Committee shall submit its recommendations on or before November 1.

4.2 Department faculty may establish additional committees to facilitate faculty governance as necessary and desirable. When the faculty establishes a new committee, the faculty will specify its duties and powers. Ordinarily, committees will consist of at least three members. Except for ad hoc, temporary committees, committee members ordinarily will be selected to serve two-year, overlapping terms, which shall be staggered so that committee membership rotates in part each year.

4.3 Selection for membership on Department and university committees will take place in the late spring semester and will take effect the following fall.

Department committees shall elect a chair or co-chairs each year in the fall.

Committee chairs will report on the activities of the committee regularly to the Department faculty as a whole. Committee chairs shall, on the election of a new chair, transfer any relevant files or documents to their successor.

4.4 Committees may determine the procedures for their own operation, except as otherwise determined by the Faculty Guide, these bylaws, or the School or Department faculty acting as a whole.

4.5 The material decisions of Department committees shall be considered recommendations to the full faculty for final action, with the exception of the Department Rank and Tenure Committee and any other committees to which the faculty delegates decision-making authority.

## V. Department Meetings

5.1 As long as there is one department in the School, Department faculty meetings will be considered meetings of the School faculty.

5.2 The faculty will hold at least three Department meetings per semester. The faculty will determine a regular schedule of meetings for the semester. The Department chair, or 40% of the faculty, may call additional special meetings.

5.3 In general, the meeting will be conducted in accordance with Robert's Rules of Order, except as modified by the bylaws or by decision of the faculty. The Department chair will distribute an agenda in advance of the meeting, allowing time for faculty members to request additions or changes to the agenda before the meeting.

5.4 Each member of the faculty is entitled to one vote on faculty decisions, including the Department chair. Except as otherwise provided in the Faculty Guide, decisions of the faculty will be made by majority vote. Absent faculty members may vote electronically within two business days of the close of the faculty meeting. At the request of any faculty member, communicated to the chair, the vote on any question will be conducted by secret ballot.

5.5 Fifty percent of the faculty shall constitute a quorum. The number on which the calculation of fifty percent shall be based shall exclude members of the faculty on leave in any given semester.

5.6 A member of the faculty shall be selected annually as secretary of the faculty. This person shall keep minutes of the faculty meetings, distribute those minutes to the faculty and other appropriate persons, record votes, and keep copies of meeting minutes.

5.7 At the initiative of the chair, faculty business, including voting, may be conducted by e-mail.

5.8 Faculty on leave are excused from service commitments, but may participate.

#### VI. Faculty Reviews

6.1 Probationary faculty will receive annual reviews regarding their performance in the areas of teaching, scholarship, and service following procedures agreed upon by the faculty.

#### VII. Bylaws Coverage and Amendments

7.1 The provisions of the statutes or bylaws of Seton Hall University, the Faculty Guide, or similar documents supersede these bylaws, to the extent that they conflict.

7.2 These bylaws may be amended, added to, or repealed, by a two-thirds vote of the faculty, provided that no such changes are contrary to the statutes or bylaws of Seton Hall University, the Faculty Guide, or similar documents.