

University of Georgia
Department of International Affairs Bylaws

Approved by the faculty on 3/22/2022

I. Statement of Purpose:

The mission of the Department of International Affairs is to be a world leader in the production of new knowledge about international affairs, educating students about the social science of international affairs rooted within the discipline of political science, and fostering involved and informed citizenship and public service. The faculty, staff, and students of the Department of International Affairs are a community of scholars dedicated to solving the grand challenges of international affairs through research, teaching, and public service.

Through our research, we seek to produce new knowledge about international affairs, political science, and related disciplines. We strive to produce fundamental research with practical applications that can inform public life and help solve problems related to violence, inequality, oppression, and representation, among other goals.

Through our teaching, we seek to prepare undergraduate and graduate students for the vast and changing world of international affairs and policy. We emphasize active approaches that among other things develop practical skills through critical thinking, social scientific inquiry, and independent research.

Through our public service, we are committed to communicate knowledge and international affairs insights to the broader scientific and policy communities. We seek to better our University, profession, community, and society through our roles as servant leaders.

Diversity is at the heart of our mission and critical to the fulfillment of our Department's research, teaching, and service goals. All members of the Department and community are necessary to accelerate progress in solving international affairs-related problems. We recognize that our privilege has been unjustly built on unequal and racist systems of oppression.

To fulfill these goals, the Department of International Affairs defines its research, instructional, and service missions as broadly as possible and recognizes the need to solve international affairs-related problems as an overriding consideration in defining the overall mission of the *Department*.

II. Faculty:

As defined by the Academic Affairs Policy Manual of the University (1.02), the Teaching Faculty (hereinafter "the Faculty") Ranks consist of Professors, Associate Professors, Assistant Professors, Instructors, Lecturers, Senior Lecturers, and Academic Professionals. The Tenured and Tenured-Track Faculty of the Department of International Affairs (hereinafter "the Department") shall consist of all Professors, Associate Professors, and Assistant Professors in tenured or tenure-track positions. To the extent allowed by University policy, the voting Faculty of the Department of International Affairs shall consist of faculty that have full-time status in the Department of International Affairs and are not in limited-term or courtesy appointments.

As defined by the Academic Affairs Policy Manual of the University (1.04-8), Courtesy Faculty in the Department are faculty that have their appointment home in another academic unit but can

contribute to the mission of the Department. A majority of the Faculty must vote by secret ballot in favor of this affiliation. Faculty with courtesy appointments in the Department are reviewed every five years. Courtesy Faculty can serve as graduate advisors and committee members only when the Department extends the privilege, in accordance with the Department's guidelines for graduate program faculty (See Bylaw IX, Graduate Program Faculty). Courtesy Faculty do not have voting privileges.

III. Department Head:

The Department Head (hereinafter "the Head") is the administrator who manages the Department and who will have the duties and responsibilities as outlined by the University and the School of Public and International Affairs (hereinafter "SPIA"). Duties and responsibilities include, but are not limited to: the assignment of faculty EFT's (equivalent full-time) to instructional, research and service responsibilities; budget, space and teaching assignments in the Department; performing annual evaluations that document productivity in research, effectiveness in teaching, and contributions to service and outreach activities; decision-making related to Department-level academic appeals; representing the Department in and to the administration of the University; providing leadership and focus for the Department; and representing the Department to agencies or individuals outside of the University. The Head will serve as an ex-officio member of all committees and working groups of the Department. The Faculty Affairs Committee (FAC) can meet without the Head as deemed necessary by any member of the Committee.

IV. Faculty Meetings:

The Faculty will meet at least once per semester for the purposes of discussing and deciding on departmental matters. The Head will schedule meetings, set the agenda, and run the meetings. Any Faculty member can submit agenda items to the Head, who will add such items to the agenda.

In addition, meetings may be called upon receipt by the Head of a petition signed by not less than one-third of the Faculty. In such meetings, discussions and actions will be limited to the items listed in the petition.

Unless restricted by University and/or SPIA policy, voting at faculty meetings: is open to all Faculty; will be in person or electronic; and will require a simple majority of Department Faculty for any matters requiring formal approval of the Faculty.

V. Graduate Coordinator:

The Graduate Coordinator will be appointed by and serve at the pleasure of the Head, to advise the Head in all matters pertaining to graduate programs involving the Department. Responsibilities will include but are not limited to: overseeing recruitment of graduate students; identifying and nominating qualified students for University fellowships; assigning Departmental teaching assistantship (TA) and research assistantship (RA) lines; monitoring graduate student progress and performance; recommending appropriate administrative actions; and chairing the Department's Graduate Affairs Committee.

VI. Undergraduate Coordinator:

The Undergraduate Coordinator will be appointed by and serve at the pleasure of the Head to

advise the Head in all matters pertaining to undergraduate programs. Responsibilities will include but are not limited to: overseeing recruiting and advising undergraduate majors and certificate enrollees; monitoring undergraduate student progress and performance; and recommending appropriate administrative actions.

VII. Committees:

- A. Standing Committees will be the Faculty Affairs Committee, Graduate Affairs Committee, and the Curriculum Committee. Each committee will be composed of at least three faculty members.
- B. Ad hoc committees, including Faculty search committees, or working groups can be assembled at the discretion of the Head.
- C. The Head will appoint standing and ad hoc committees as deemed necessary for efficient management of Department affairs. Search committees will follow University guidelines and SPIA Bylaws and Hiring Policies.
- D. Service on departmental committees and working groups is expected of each Faculty member as part of their participation in University governance.
- E. If desired, all Faculty members can request the Head consider them for a next round appointment to any appointed standing committees or ad hoc committees.
- F. To the extent possible, all standing committees will be balanced by discipline/field and academic rank.

VIII. Duties and Composition of Standing Committees:

A. Faculty Affairs Committee:

Duties – The Faculty Affairs Committee (FAC) will discuss and make recommendations to the Department and Head on any policy matters that it sees fit to address or that are referred to it by the Head or Faculty. Normally, the FAC will not take up issues usually addressed first by the Department's other standing or ad hoc committee. In particular, the FAC shall:

1. Recommend to the Department and Head ways to improve conditions of employment for the Faculty of the Department.
2. Consider and make recommendations on issues of general professional concern presented by one or more faculty members. If an issue is submitted to the FAC by other individuals whose connections with the Department are professional, such as post-doctoral fellows and graduate assistants, the Committee shall decide whether the issue falls within its purview.

Composition – The FAC is an elected committee. Normally, elections will be held during the first faculty meeting of the academic year and committee membership will be for one academic year. The FAC shall be comprised of five Faculty members, one from each tenure-track rank (Assistant Professor, Associate Professor, and Professor), one from a non-tenure-track rank (Instructors, Lecturers, Senior Lecturers, and Academic Professionals), and one at-large. The Head is an ex officio member of the FAC and is not eligible for an elected position on the committee. A plurality voting method will be used to elect FAC members, with each voter casting a vote for one candidate. Separate elections will be conducted for each of the five seats. The candidate with the most votes in each election will fill the open seat. Ties will be decided by coin flip on Herty Field

in the center.

B. Graduate Affairs Committee:

Duties – The Graduate Affairs Committee will oversee all aspects related to Department-involved graduate programs. The Graduate Affairs Committee will represent the Department in any SPIA-level graduate program committees.

Composition – The Graduate Committee will be chaired by the Graduate Coordinator, overseeing an additional two faculty members appointed by the Head, and all Faculty directors of any Department-involved graduate program. The Head will serve as an ex-officio member.

C. Curriculum Committee:

Duties – The Curriculum Committee will advise the Head, Graduate Coordinator, and Undergraduate Coordinator on all matters of curriculum, including course scheduling. The Curriculum Committee will also provide guidance and advice to Faculty on developing new courses, revising the content of existing courses, and providing a curriculum that meets student needs and interest. The Committee will advise the Head on any Department-level academic appeal. Any Committee member implicated in the appeal will abstain from offering advice on that appeal.

Composition – The Curriculum Committee will consist of the Graduate and Undergraduate Coordinators, and two additional Faculty members appointed by the Head. The Head will serve as an ex-officio member.

IX. Graduate Program Faculty:

All tenure-track and tenured faculty in the Department are expected to work with graduate students and to qualify for appointment to the Graduate Program Faculty. Courtesy and non-tenure-track faculty may also be appointed to the Graduate Program Faculty but are discouraged from chairing dissertation committees due to their other teaching, research, and/or service commitments. Members of the Department's Graduate Program Faculty must have a doctoral degree or equivalent, be proficient in academic research in the profession, and show excellence in supervising scholarly research.

Appointment to the Department's Graduate Program Faculty must be consistent with University and SPIA policy. Any Department Faculty member wanting appointment to the Graduate Program Faculty must submit an up-to-date curriculum vitae (CV) to the Head. The Graduate Program Faculty will discuss and vote at the next regularly scheduled faculty meeting. Decisions will be based on a majority vote of existing Graduate Program Faculty. For tenure-track and tenured faculty, the timeline for reappointment to the Graduate Program Faculty is congruent with established tenure and promotion review processes, including the third-year review, tenure review, promotion reviews, and post-tenure reviews. All other Graduate Program Faculty must be reappointed every five years.

X. SPIA Council:

A single nontransferable voting method will be used to elect SPIA Council members, with each voter casting a vote for one candidate. If m candidates are to be elected, the m

candidates with the most votes will fill the open seats. Ties will be decided by coin flip on Herty Field in the center.”

XI. Grievances:

The Department is committed to maintaining a professional environment characterized by collegiality, civility, and diversity. In the event that a Faculty member has a grievance relating to his or her employment responsibilities or with respect to other employees within the Department, dispute resolution is encouraged through discussion with the appropriate SPIA administrative personnel, such as the Head, Associate Dean, or Dean. When a Faculty member is unable to resolve his or her grievance through such informal processes, the dispute should be referred to the Faculty Grievance Committee of the University Council or to the Office of Legal Affairs for resolution pursuant to the University’s Dispute Resolution Policy, whichever is most appropriate given the nature of the grievance.

XII. Adoption of Departmental Policies and Procedures:

Faculty may propose a procedure or policy or amendments of potential benefit to the mission of the Department and the management of its programs. The proposed policy or procedure should be submitted in writing to the Head, who will circulate it among the Faculty at least one week prior to a faculty meeting, at which time the proposal will be discussed and voted upon. A majority of the Faculty must favor adoption of the policy or procedure for it to be enacted.

XIII. Bylaws Amendments:

Faculty may propose to alter or amend all or any part of these Bylaws. The proposed amendment should be submitted in writing to the Head, who will circulate it among the eligible faculty at least one week prior to a faculty meeting, at which time the proposal will be discussed and voted upon. A majority of the Faculty must favor adoption of the policy or procedure for it to be enacted.