Bylaws of the Department of Criminal Justice and Criminology

February 12, 2013

Preamble

These Bylaws constitute the rules for the governance of the Department of Criminal Justice and Criminology (hereinafter “Department”) at Georgia Southern University (hereinafter “University”). The governing body of the Department consists of voting members as defined in these Bylaws. Should any items in the Bylaws conflict with the policies of the College of Liberal Arts and Social Sciences (hereinafter “CLASS”) or the University, the policies of the larger unit will supersede the Bylaws.

Article 1: Voting

Section 1. Voting members shall consist of non-tenure-track lecturers and tenured and tenure-track professors, associate professors, and assistant professors within the Department of Criminal Justice and Criminology unless otherwise specified in these Bylaws.

Section 2. A quorum shall consist of one-half plus one of the voting members of the Department.

Section 3. All voting shall be decided by a simple majority vote of a quorum of the voting members of the Department, unless otherwise specified in the Bylaws.

Section 4. Voting may be conducted by voice vote or by show of hands unless a secret ballot is requested by one of the voting members of the Department.

Section 5. Proxy votes must be submitted in writing to the Department Chair (hereinafter “Chair”) prior to the meeting.

Article 2: Meetings

Section 1. There shall be at least one regularly scheduled Department meeting during each fall and spring semester, whose meeting dates are announced to the faculty at the beginning of each semester. Additional meetings may be called by the Chair or by the request of at least 25% of the voting members of the Department.

Section 2. The Chair shall schedule all meetings and announce said meetings at least five (5) business days in advance, unless the Chair determines that exigent circumstances exist.

Section 3. Where practical, the Chair shall prepare and distribute at least three (3) business days in advance an agenda for all Department meetings, including motions to be considered by the faculty. A voting member of the Department may submit a proxy vote on said motions.

Section 4. A voting member of the Department will be designated to make a record of all departmental votes, and the record will be kept in a central location for future reference.
Article 3: Committees in general

Section 1. Committees are advisory to the Chair. Membership on all standing and ad hoc committees will be appointed by the Chair, and all committee members sit at the pleasure of the Chair.

Section 2. All voting members of the Department are eligible for appointment on standing and ad hoc committees except where otherwise noted.

Section 3. A voting member may with good cause decline an appointment to a committee. The Chair shall determine if good cause exists.

Section 4. A voting member on leave of absence or educational leave shall not be appointed to any committee during the voting member’s leave of absence or educational leave without the express written consent of the voting member.

Section 5. Voting members of the Department who wish to attend meetings of any committee, with the exceptions of the Personnel Advisory Committees and search committees, shall notify the committee chair who shall be responsible for keeping such persons informed of committee meetings.

Section 6. Committee size will typically range from three to five persons. Standing committee assignments will be made and announced at the beginning of the academic year.

Section 7. Committee service will be for one academic year, unless special terms of service are agreed upon by the Chair and committee member.

Section 8. All committee assignments will be announced to the Department by the Chair as soon as is practical, and a record will be maintained and updated regularly by the Department secretary.

Article 4: Standing Committees

Section 1. Tenure and Promotion Committee

A. The Chair will designate a Tenure and Promotion Committee to conduct tenure and promotion review. The Chair and any voting members who have requested consideration for promotion during the same academic year are ineligible to serve on the Tenure and Promotion Committee.

B. Membership. In accordance with CLASS policy, the Tenure and Promotion Committee must be comprised of five or more tenured faculty members. A majority of the committee must hold the rank of associate professor or professor. Although tenured
assistant professors may serve on department promotion and tenure committees, they may not vote on candidates for promotion and/or tenure at the rank of associate professor or professor. Although tenured associate professors may serve on department promotion and tenure committees, they may not vote on candidates for promotion and/or tenure at the rank of professor. In the event that a department has fewer than five faculty members eligible to serve or vote as part of the promotion and tenure committee, the Dean of CLASS (hereinafter “Dean”) will consult with the Department to bring the committee up to five voting members.

C. The committee will exercise its obligations as detailed in applicable College, University, and University-system guidelines.

D. The committee will produce to the voting members of the Department a written summary of its recommendations.

Section 2. Pre-Tenure Review Committee

A. The Chair will designate a Pre-Tenure Review Committee to conduct a thorough evaluation of the pre-tenured faculty member’s performance in teaching, scholarship, and service. The Chair and any voting members who have requested consideration for promotion during the same academic year are ineligible to serve on the Pre-Tenure Review Committee.

B. Membership. In accordance with CLASS policy, the Pre-Tenure Review Committee must be comprised of five or more tenured faculty members. A majority of this committee must hold the rank of associate professor or professor. In the event that a department has fewer than five faculty members eligible to serve or vote as part of the Pre-Tenure Review Committee, the Dean will consult with the Department to bring the committee up to five voting members.

C. The committee will exercise its obligations as detailed in applicable College, University, and University-system guidelines.

D. The committee will produce to the voting members of the Department a written summary of its recommendations.

Section 3. Program Assessment Committee:

A. Membership. All voting members are eligible for appointment to the Program Assessment Committee.

B. Duties and Functions.
a. The committee will conduct and write an annual program assessment.

b. The committee will make recommendations to voting members of the Department regarding changes to the program assessment strategy, e.g., learning outcomes, targets, and data collection.

c. The committee will produce to the voting members of the Department a written summary of its recommendations and program assessment.

Article 5: Ad Hoc Committees

Section 1. The chair will appoint ad hoc advisory committees as necessary. The need for an ad hoc committee may be identified by the Chair or any voting member of the Department.

Section 2. Search Committees

A. The Chair and voting members will discuss the necessity for filling a vacant or new faculty position and the general qualifications needed by a candidate to fill said position.

B. At which time the Chair has been given approval by the Dean to fill a faculty position, the Chair will appoint a search committee and chair.

C. Search committees must include no less than three voting members of the Department, at least one of whom is tenured.

D. Search procedures will follow University guidelines.

E. The search committee chair will be responsible for filing all requisite forms, managing the search plan, chairing all committee activities, and reporting committee activities to the faculty.

F. The search committee chair will post a timetable for the interview schedule. All faculty members will be provided with the opportunity to meet the finalists.

G. After all finalists have completed the interview process, the voting members of the Department will meet to discuss the acceptability or non-acceptability of each of the finalists. A vote will be held on the acceptability of each finalist interviewed, and to rank order the acceptable finalists, if any.

H. The Chair of the Department will report to the Dean the results of the vote and make his or her recommendation. If no finalists are found acceptable, the Chair will make a
recommendation to the Dean on whether to continue, postpone, or discontinue the search.

Article 6: Amendments

Any proposed amendments to these Bylaws will be advertised and circulated in writing to all voting members of the Department for a period of at least five (5) business days prior to their consideration. Amendments must be approved by a two-thirds majority of all voting members in the Department.

Article 7: Ratification

These Bylaws will take effect upon being ratified by three-fourths of all tenure-track assistant professors plus three-fourths of all tenured associate professors and professors within the Department of Criminal Justice and Criminology.