

## **BYLAWS FOR THE SCHOOL OF PUBLIC and INTERNATIONAL AFFAIRS**

The School of Public and International Affairs is committed to the values of cultural competence, diversity, inclusion, and academic freedom. We endeavor, to the extent possible, to create a culture that reflects these values in our professional conduct.

### **Article I: ORGANIZATION**

A. The School of Public and International Affairs (SPIA) consists of the faculties in the disciplines of political science, urban affairs and geography.

### **Article II: GOVERNMENT**

A. The Faculty. References to “the faculty” in these bylaws refer to all TET and NTE Bargaining Unit faculty with sole appointments or majority appointments in SPIA unless a subset of these faculty is identified.

1. **Voting.** Voting members shall consist of all bargaining unit faculty with sole appointments or majority appointments in SPIA.

- a. The Chair may attend meetings, but shall not have voting authority.
- b. Faculty who are only affiliated with the school can attend meetings and provide input, but may not vote. This includes emeritus faculty, adjunct faculty, and administrators,.
- c. Jointly appointed Bargaining Unit faculty whose majority appointments are in other departments may attend meetings, participate in discussions, but shall not have voting authority.
- d. These bylaws may be amended as described in the CBAs.

2. **Meetings.** Meetings are called by the Chair or by five voting-eligible faculty members, in writing, as needed on a given issue.

- a. At least one meeting must be held each Fall and Spring semester.
- b. Meetings may be conducted informally, but if there is a dispute, Roberts Rules of Orders apply.
- c. At all times, majority vote shall be necessary for a recommendation to pass. A quorum shall be a majority of the voting-eligible members on a given issue.
- d. Meetings that are called by five or more voting-eligible faculty members shall follow the agenda provisions noted below, except that one of the faculty members calling for the meeting shall prepare the agenda. Seven calendar days’ notice of a meeting shall be given, unless there is an emergency, in which case notice shall be reasonable.
- e. Written minutes of the meeting shall be kept and circulated to all SPIA BUFMs, including those jointly appointed Bargaining Unit faculty with minority appointments in SPIA.

3. The Chair, unless otherwise specified, shall:

- a. Preside over faculty meetings.
- b. Convene at least one meeting per semester during the academic year and circulate a proposed agenda 48 hours prior to any meeting, but also add any additional agenda item wanted by three (3)

or more voting-eligible faculty members and circulate a final agenda 24 hours prior to the meeting.

c. Make committee appointments as specified in these bylaws.

d. Represent the faculty accurately before the Dean in matters voted upon.

e. When the Chair takes action (or elects not to act) following a recommendation by the faculty, the Chair shall inform the faculty of such action and communicate the reasons for the decision either in writing or at a meeting.

f. Keep the faculty reasonably informed of School matters.

g. Publish SPIA budget figures to faculty once a year.

h. The Chair will provide opportunities for and consider in good faith advice provided by faculty regarding teaching assignments and class schedules. Faculty will submit in writing their preferences to the Chair when he or she announces the beginning of the scheduling process each semester.

4. **Vacancy for Chair.** When there is a vacancy for Chair the faculty shall meet. SPIA faculty seeking this office and any finalist having on-campus interviews shall make a presentation regarding their suitability. The candidates should specifically address the issue of what they will do to make school better and why he or she is the best choice. The faculty shall make a recommendation to the Dean regarding who should be the next Chair. The format of the recommendation shall be decided by the faculty.

### **Article III: COMMITTEES**

A. Committees make recommendations for matters over which they have jurisdiction. There shall be standing committees, which are specifically provided for in these bylaws, and ad hoc committees that are created when the need arises.

1. **Membership.** Except for the PTC, the SPIA Chair will appoint committee members, but will give due preference to volunteers. The Chair also appoints chairpersons to preside over the committees, except for PTC and the GSC.

2. **Voting.** The SPIA Chair cannot be a voting member of any committee. The committee chairperson is allowed to vote. Meetings are conducted by majority vote.

**B. Promotion & Tenure Committee for TET BUFMs (PTC).** This committee evaluates prospects for, and makes recommendations about the merits of, TET promotion and tenure cases within SPIA. All tenured BUFMs with sole or majority appointments within SPIA shall serve on the committee. Only full Professors can participate in cases involving promotion to Professor. If external members are desired, the candidate must make the case. The PTC shall then decide whether to add external members.

**C. Undergraduate Studies Committee (USC).** This committee reviews and makes recommendations related to undergraduate academic programs within SPIA. This includes the undergraduate curricula; changes to any academic program, certificate, concentration, minor or major; academic admission and readmission to SPIA; and interdisciplinary or cross-disciplinary programs or course offerings. The committee will also be responsible for developing marketing and recruitment materials, paying attention to student enrollment. The SPIA Chair selects the committee, with special attention to the inclusiveness, as much as possible, of degrees, programs, certificates and interest in developing new areas within the School.

**D. Graduate Studies Committee (GSC).** This committee makes recommendations regarding all matters pertaining to SPIA graduate programs and courses, and it advises the directors of the graduate programs in SPIA. It also helps publicize and support graduate student organizations and activities. Only Graduate Faculty are eligible to serve on this committee, which will be co-chaired by the two graduate directors within SPIA, and its membership should reflect a balance of the two distinct graduate programs within the School.

1. **MPA Sub-Committee:** This group consists of all MPA core faculty and any other graduate faculty within SPIA that the subcommittee permits. It will meet at least once a semester to review assessment strategies, program review, measures of student progress, and assessment results as required by NAASPA Accreditation. This committee also reviews student applications to the MPA Program and recommends scholarship and assistantship recipients.

2. **ICP Sub-Committee:** This group consists of all ICP affiliated faculty as well as any other graduate faculty within SPIA that the subcommittee permits. It will meet at least once a semester to review assessment strategies, program review, measures of student progress, and assessment results. This committee also reviews student applications to the ICP M.A. Program and recommends scholarship and assistantship recipients.

**E. Awards and Colloquia Committee (ACC).** This committee is responsible for recommending potential recipients for student and alumni awards, including the annual outstanding graduating student from each undergraduate major (e.g., GEO, IS, PLS, URS) and each graduate program (ICP, MPA), as well as the annual alumni awards in each program. It will also identify potential nominees for annual faculty awards, especially CoLA and University-wide awards. The committee will also coordinate School events involving award recipients. This committee will arrange for any colloquia events or presentations involving guest speakers for academic topics of interest to the school. To the extent possible, membership should reflect diverse academic backgrounds from within SPIA.

**F. Social Media Committee (SMC).** This committee is responsible for maintaining any Facebook, Twitter or other social media platforms used for or on behalf of SPIA or any of its programs, certificates, degrees or offerings. The composition of this committee should, as much as possible, reflect the components and programs with SPIA.

**G. Committee on Outreach and Recruitment (COR).** This committee will regularly assess the content and mode of communication from SPIA to the university and the public. The committee will meet periodically to make decisions and updates regarding message and its distribution, and will monitor recruitment and communication into the school for trends and feedback. Committee membership should be representative of the diverse fields and programs within SPIA.

## Article IV: ANNUAL EVALUATION

A. The School Chair shall evaluate each area of each Faculty member's professional activity using the criteria stated below.

### 1. Teaching.

a. Criteria for the Evaluation of Teaching are set forth in the TET and NTE CBAs.

b. Evidence for the evaluation of teaching shall include

i. **Documentation.** In addition to documentation identified in the CBAs, evidence may include use of the Center for Teaching and Learning (CTL) services and/or contributions provided to CTL, syllabi, contributions to SOCHE, and other records that demonstrate how the CBA criteria have been met during the past three years.

ii. **Peer Evaluation.** Tenured TET faculty may request a peer review for a specific course at any time. For untenured TET faculty, the PTC shall provide a written report on teaching and they shall give the untenured TET faculty and SPIA Chair the report no later than the date on which the Faculty Activity Reports are due to be submitted to the Chair. PTC evaluators will base their review on syllabi, course materials, and an optional written statement from the TET faculty indicating how she or he met or exceeded the teaching criteria. In addition, twice during the probationary period, an in-class visit will be mutually scheduled. The faculty member visiting the class will submit a letter that evaluates the teaching, and this letter will be used (in addition to the aforementioned review on syllabi, course materials, and an optional written statement from the TET faculty) in the next PTC written report on teaching. The evaluated TET faculty may offer a response to any peer evaluation. The evaluated TET faculty member will forward the response to the SPIA Chair. For NTE Faculty, peer evaluation will be conducted in accordance with the NTE CBA.

iii. **Self Evaluation.** A faculty member may prepare a statement indicating how he or she met or exceeded teaching criteria. The statement might include materials such as the following: (1) a description of a particular course; (2) a response to student evaluations (e.g., if the faculty member believes the evaluations for that section need to be placed into context); (3) efforts taken to improve teaching, including attending workshops such as those offered by SOCHE or CTL, and other training or assessment programs; (4) and evidence showing student learning; for example, the results of a pre- and post-evaluation.

### 2. Scholarship (TET Faculty Only)

a. Prerequisites for Evaluating Scholarship:

i. **Format.** Scholarship may appear in print or digital formats. Scholarship includes traditional products such as journal articles, books, new editions of books, edited books, book chapters, conference papers, project poster boards, and other documents specified below, such as reports stemming from engaged scholarship. But for published scholarship, predatory, pay-to-publish or vanity publishers shall not count.

ii. **Progress-Reporting.** TET faculty may claim scholarship products in more than one evaluation year. For example, scholarship may be a “work in progress” one year, a conference paper in the next year, and an article in print the following year.

iii. **Metric.** Scholarship shall be assigned a numeric score referred to as an SV (scholarship value). The criteria for the score is indicated below.

iv. **Authorship.** Collaborative scholarship normally requires as much effort as single-author scholarship and shall be evaluated accordingly. To receive credit as an “author,” the work must list the faculty member as such. In addition, the author must have: (1) made substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; (2) drafted the work or revised it critically for important intellectual content; and (3) made final approval of the version to be published. If criteria 1-3 are not met, the Scholarship Value (SV) will be assessed based on the complexity of the work and the level of faculty participation in its production.

v. **Proof.** In all cases, TET faculty have the burden of proof for any award of SVs. They must provide the Chair with adequate documentation to facilitate the evaluation. This includes: (1) a copy of the work; (2) communication from publishers and/or peer reviewers; (3) description of peer review process; and (4) other documents to inform evaluation of works in progress, professional presentations, etc. TET faculty may also submit a statement describing their scholarship accomplishments and publication plans as a way of placing in context the performance for the evaluation year.

vi. **Blind Peer Review.** In these bylaws, the term “blind peer review” shall mean that the publishing editor(s) did not disclose the reviewer of the scholarly work to the author and also did not disclose the author of the scholarly work to the reviewer. It shall also mean that the reviewer is not a contributing author in the same published work.

b. Criteria for Awarding SVs.

i. **Published in Books:**

(1) Sole-authored or co-authored (2 authors) scholarly or text book published by a recognized publisher. Considerations may include book length, publisher, recognition, and whether the volume was subject to blind peer review = 4.0 to 6.0 SVs.

(2) Multiple authored (more than two) scholarly or text book published by a recognized publisher; or edited scholarly or text book published by a recognized publisher. Considerations may include book length, publisher, recognition, and whether the volume was subject to blind peer review = 3.0 to 4.0 SVs.

(3) New edition of a scholarly or text book published by a recognized publisher (whether authored, regardless of the number of authors, or edited) = 1.0 to 3.0 SVs.

(4) Chapter in a scholarly or text book published by a recognized publisher. = 1.0 SV if there is no blind peer review; 1.5 SV if there is blind peer review.

ii. **Published in Journals or Reviews:**

(1) Article in a respected outlet that does not require blind peer review = 1.0 SV.

(2) Article in a respected academic journal that requires blind peer review = 1.5 SV.

(3) Published Law Review = 1.5 SV.

(4) Published review of work (e.g., book review, response to book review, or article review) = .25 SV.

(5) Symposium Editor of an academic journal = 1.0 SV.

**iii. Unpublished Research:**

(1) Conference paper/presentation/colloquium/community presentation = .10 to .25 SV.

(2) Conference Poster or Illustrated Boards = .10 to .20 SV.

(3) Engaged Scholarship = .10 to 1.5 SV. Engaged scholarship is applied research on behalf of one or more public, private or nonprofit organizations for the benefit of the public interest. An example is a policy evaluation study performed on behalf of a community organization.

(4) External Program Accreditation Report = 1.0 to 2.0 SV. Substantial data collection, analysis, and other reporting requirements for external accreditation of programs may count toward scholarship

(5) Geographical Maps = .10 to .50 SV. The Chair shall award an SV based on the amount of work required to digitally construct maps, the breadth of research, the number of data sets, and the calculations necessary to produce the maps.

**iv. Presentations, Proposals & Peer Review:**

(1) Peer Review of Article Manuscripts Submitted for Publication in an Academic Journal = .10 to .25 SV. To be counted toward annual evaluation, faculty will submit their completed peer evaluation form or letter.

(2) Peer Review of Book Proposals, Book Manuscripts, and Major Grant Proposals = .25 to .75 SV. To be counted toward annual evaluation, faculty will submit the peer review document, peer review criteria, scope of review, and documentation of the agency grant program (where appropriate). Multiple reviews as part of such efforts shall be assessed and SVs awarded individually for each proposal or manuscript reviewed.

(3) Accepted Proposals for Book or Funded Grant = .25 to 1.0 SV. TET faculty must be the principal/co-principal investigator, or author/co-author. Other considerations include the level of competition, length and complexity of the proposal, percentage of authorship, whether the grant is internal or external, and the selection process utilized.

(4) Rejected Proposals for Book or Grant = .10 to .20 SV. Same conditions apply as in the above Book or Funded Grant Proposal.

(5) Research Presentations = .10 to .50 SV. The Chair shall award an SV based on length and complexity of the presentation, audience, type of presentation, and level of work required preparing the presentation.

(6) Works in Progress = .10 to .75 SV. Faculty may conduct extensive research prior to publishing their scholarship. Awarding the SV, if it has resulted in preliminary research products, shall recognize this type of scholarship. The Chair shall award an SV based on preliminary research products such as literature reviews, book chapter drafts, research instruments developed, data/information collected, annual status reports of multi-year grants, and the like.

(7) Columns or articles in popular, public, or professional press or professional newsletters = .10 to .25 SV

(8) Leader of Major Service Activities Requiring Significant Expertise = .25 to 1.0 SV. To be counted, faculty must submit documents produced as a result of such efforts that clearly reflect application of theory, knowledge, and skills designed to enhance organization operations and/or sustainability. Examples include, but are not limited to, program assessments, strategic plans, and the like.

c. Standards for the Evaluation of Scholarship. The Chair shall assess faculty SVs using the following standard:

i. **Extraordinary Scholarship.** To receive a score of 4, extraordinary scholarship, the TET faculty member shall produce an average of 2.0 SVs or more per year during the last three years.

ii. **Outstanding Scholarship.** To receive a score of 3, outstanding scholarship, the TET faculty member shall produce an average of 1.5 SVs or more per year during the last three years.

iii. **Meritorious Scholarship.** To receive a score of 2, meritorious scholarship, the TET faculty member shall produce an average of 1.0 SVs or more per year during the last three years.

iv. **Adequate Scholarship.** To receive a score of 1, adequate scholarship, the TET faculty member shall produce an average of .50 SVs or more per year during the last three years.

v. **Unsatisfactory Scholarship.** To receive a score of 0, unsatisfactory scholarship, the TET faculty member failed to earn an average of .50 SVs per year during the previous three years.

### 3. Service

a. Criteria and procedures for the evaluation of service are set forth in the TET and NTE CBAs.

b. Evidence for the Evaluation of Service. Faculty shall submit to the Chair on an annual basis a list of all service activities performed during the past three years. The list shall include the following information: a description of services performed; the number of meetings attended in the year; the titles, duties, and responsibilities; and the amount of time/work required to carry out duties and responsibilities. In addition, the list shall include any special accomplishments, supported by

testimonial letters received that describe a particular act of service and its effects; and any other material that will help the Chair evaluate service above High Merit (e.g. minutes, awards, etc.).

## **Article V: PROMOTION AND TENURE**

### **A. Promotion to Associate Professor with Tenure**

1. The School shall not recommend a probationary TET faculty for tenure without promotion to Associate Professor.

2. TET faculty seeking promotion to Associate Professor with tenure shall take responsibility for:

a. Requesting promotion and tenure consideration, except as specified otherwise in the CBA, and preparing the promotion and tenure document as specified in the TET CBA.

b. Submitting to the PTC Chair at least three names of external reviewers who are recognized authorities in the appropriate field of expertise, and who will provide unbiased evaluations of scholarship included in the candidate's promotion and tenure file.

3. For promotion to Associate Professor the candidate shall meet the following standards:

#### **a. Teaching.**

i. Over the probationary period, the candidate demonstrated a pattern of effective teaching. This includes student and peer evaluations, annual performance evaluations, and any other relevant evidence submitted by the candidate.

ii. The candidate must also have been effective in at least one of the following additional factors: (1) facilitating student mastery of disciplinary core competencies; (2) applying various instructional methods; (3) utilizing various measurements of student performance; (4) fostering positive student-faculty relationships; or (5) demonstrating course innovation (e.g., service learning or online course development, and/or contribute to the teaching leadership of the School)

iii. A record of teaching produced/performed prior to the TET faculty's tenure-track appointment at Wright State may be considered and credited to his or her academic record. However, TET faculty must establish a record of sustained effective teaching after joining WSU.

#### **b. Scholarship.**

i. Over the probationary period, the candidate demonstrated ongoing research and contributed to knowledge.

ii. The total SV requirement for promotion to Associate Professor is a minimum of 6.0 SVs. The candidate must fulfill this with either

(1). Four (4) peer-reviewed articles or law reviews each having a value of 1.5 SVs. Other scholarship can substitute for one such article as specified in iii below.

(2). A book having a minimum of 3.0 SVs or the maximum of 6.0 SVs. If the book is less than 6.0 SVs, the candidate must fulfill the balance with other scholarship having an SV of 1.5 or higher, but may include no more than one item from section iii below.



iii. Candidates may use either of the following for scholarship requirements as indicated above.

(1). **Two Book Chapters.** For any two chapters in a scholarly or text book published by a recognized publisher, each having an SV of 1.0 under these bylaws, the said two chapters may be aggregated into a single item worth 2.0 SVs, and counted as “other scholarship” having an SV of 1.5 or higher.

(2). **Engaged Scholarship.** For any engaged scholarship to count as other scholarship having an SV of 1.5 or higher, the following must occur. The scholarship must constitute the faculty application of relevant expertise. And must include a) a literature review, b) discussion of rationale or methodology employed, and c) vetting by two (2) external reviewers who may be faculty and/or experienced practitioners (as appropriate) with requisite expertise. In addition, it must have been awarded an SV of 1.5, the maximum allowed for engaged scholarship under these bylaws.

iv. A minimum of 3.0 of the required 6.0 SVs must be awarded while at the rank of Assistant Professor at Wright State. These 3.0 SVs must be comprised of scholarship having a minimum of 1.5 SVs or higher.

v. The PTC and all other committees and individuals participating in the CBA-specified P&T process shall recommend SVs for scholarly work pursuant to the criteria listed in these bylaws. Comments provided by external reviewers of scholarship contained in the candidate’s promotion and tenure file shall provide supporting evidence of quality and relevance pertaining to these criteria.

#### c. **Service**

i. Over the probationary period, the candidate must at least perform routine service as specified in the CBA. SPIA will not recommend a faculty for promotion and tenure who does not meet the service requirements no matter how extensive or good her or his scholarship and teaching may be.

ii. Service produced/performed prior to the TET faculty’s tenure-track appointment at Wright State may be considered and credited to his or her academic record. However, TET faculty must continue routine service after joining WSU.

#### B. Promotion to Professor

1. No exact time frame exists for promotion to the rank of Professor. The candidate seeking promotion to Professor shall take responsibility for requesting promotion and tenure consideration and preparing the promotion and tenure document as specified in the TET CBA. Candidates shall also Submit to the PTC Chair at least three names of external reviewers who are recognized authorities in the appropriate field of expertise, and who will provide unbiased evaluations of scholarship included in the candidate’s promotion and tenure file.

2. For promotion to Professor the candidate shall meet the following standards:

##### a. **Teaching**

i. The candidate shall demonstrate a sustained pattern of teaching excellence, and be a respected leader and mentor for students. This includes student and peer evaluations, annual performance evaluations, and any other relevant evidence submitted by the candidate.

ii. The candidate must also have been successful in at least one of the following additional factors: (1) facilitating student mastery of disciplinary core competencies; (2) applying various instructional methods; (3) utilizing various measurements of student performance; (4) fostering positive student-faculty relationships; or (5) demonstrating course innovation (e.g., service learning or online course development, and/or contribute to the teaching leadership of the School)

iii. A record of teaching produced/performed prior to the TET faculty's appointment at Wright State may be considered and credited to his or her academic record. However, TET faculty must establish a record of sustained pattern of teaching excellence after joining WSU.

#### **b. Scholarship**

i. The total SV requirement for promotion to Professor is a minimum of 6.0 SVs beyond the SVs required for promotion to Associate Professor with tenure. The candidate must fulfill this with articles, books, and/or other scholarship as described above for promotion to Associate Professor.

and

ii. The candidate must also have a scholarship record that enhances the reputation of the School and University and establishes the candidate as a nationally or regionally recognized authority.

and

iii. The candidate must provide evidence of sustained scholarship production while an Associate Professor at Wright State by earning a minimum of 3.0 of the required 6.0 SVs must be awarded while at Wright State. These 3.0 SVs must be comprised of scholarship having a minimum of 1.5 SVs or higher.

The PTC and all other committees and individuals participating in the CBA-specified P & T process shall independently consider SVs for scholarly work pursuant to the criteria listed in these bylaws. Comments provided by external reviewers of scholarship contained in the candidate's promotion and tenure file shall provide supporting evidence of quality and relevance pertaining to these criteria.

#### **c. Service**

i. The candidate shall have a service record that is well beyond routine and that significantly involves engagement and leadership as defined in the "expected service" provisions in the CBA

ii. Service produced/performed prior to the TET faculty's appointment at Wright State may be considered and credited to his or her academic record. However, TET faculty must

continue with service well beyond routine, involving engagement and leadership, after joining WSU.

C. Promotion of NTE Faculty. Criteria and procedures for promotion of NTE faculty are set forth in the CBA.