



Carleton
UNIVERSITY

Department of Political Science

CONSTITUTION

Including changes approved at the following meetings of the Departmental Board:

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September 2005
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TABLE OF CONTENTS

MISSION STATEMENT	3
DEPARTMENTAL BOARD	3
STANDING DEPARTMENTAL COMMITTEES	4
Field Groups	4
Curriculum and Priorities Committee	5
Tenure Promotions and Salary Increments Committee	5
Appointments Committee	6
Undergraduate Committee	7
Graduate Committee	8
General Procedures	8
DEPARTMENT CHAIR.....	9
Terms of reference.....	9
Nominations.....	9
Procedures.....	9

MISSION STATEMENT

The Department of Political Science is a community of faculty, staff, and students committed to the goals of teaching, learning, scholarship, and service to the university and to the community. The department affirms the right of its students to meaningful participation in departmental decision-making.

The Department of Political Science respects the rights of speech, assembly and dissent; prohibits discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, national origin, creed, sex, age, marital status, family status, political affiliation or belief, sexual orientation and any disabilities defined as such in the Human Rights Code of Ontario; requires tolerance and respect for the rights of others; and promotes an environment conducive to personal and intellectual growth.

Our mission in Political Science at Carleton University is to contribute positively to the collective, public life of society in the local, national, and global spheres through our dedicated research and teaching. We are committed to cultivating engaged, active graduates who are informed, intellectually curious, constructively critical, open-minded, globally and environmentally conscious, discerning media consumers.

DEPARTMENTAL BOARD

- The Departmental Board is the principal collective decision-making body of the Political Science Department. It can delegate tasks and decision-making authority to committees or individuals. It receives reports from committees and individuals.
- Full-time faculty at least 50% assigned to the Department, the Departmental Administrator, and the Departmental academic student government representatives (one MA student and one PhD student designated by the Political Science Graduate Students' Association, as well as one undergrad student on an ad hoc basis), are voting members of the Board. Professors emeriti, those with less than 50% assigned to the Department, adjunct professors, and visiting professors are non-voting members.
- Departmental meetings shall be held at least four times during the academic year, twice during the Fall term and twice during the Winter term.
- Additional departmental meetings may be held on the call of the Chair of the Department, or on the written petition of at least five members of the department. Meetings called on petition must be convened within seven days.
- A quorum for departmental meetings shall be 25% of voting Departmental Board members.
- Written notice of all meetings should be given, and an agenda circulated, at least five working days before a departmental meeting.
- During meetings, voting shall be by show of hands unless a request for a secret ballot is made by at least three members.
- Departmental meetings shall follow *Roberts' Rules of Order*.

STANDING DEPARTMENTAL COMMITTEES

Terms of reference and composition

FIELD GROUPS

Terms of Reference

- To provide advice to the Curriculum and Priorities Committee on the curriculum and on appointments.
- The field group Chair must consult the group before making recommendations to the Curriculum and Priorities Committee.

Composition

1. The Chair shall obtain from each faculty member a declaration of which two of the following field groups they wish to be a member for the purpose of voting membership:

Canadian Government and Politics
Comparative Government and Politics
International Relations
Political Theory
Public Affairs and Policy Analysis
Gender and Diversity

2. Faculty members may attend meetings of a third field group as a non-voting member.
3. The Public Affairs and Policy Analysis group has primary responsibility for qualitative and quantitative research methods courses.

Procedures

- Each faculty member shall have one vote in each of the two field groups in which membership has been declared.
- The chair of the field group shall be elected by its members by secret ballot. Elections for field group chairs shall be held in April every two years, to start July 1st of that year. No faculty member shall be chair of more than one field group simultaneously. Faculty holding administrative positions in the department are not eligible to run for field group chair.

CURRICULUM AND PRIORITIES COMMITTEE

Terms of Reference

- To review departmental policy with respect to course offerings and curriculum development, and to make specific decisions on any aspect of these programs brought to its attention by the Departmental Board.
- To consider proposals for curricular and calendar changes proposed by the field groups and recommended by the Graduate and Undergraduate Committees, and to make recommendations on these proposals to the Departmental Board.
- To review recommendations of the field groups concerning departmental priorities for appointments.
- The Curriculum and Priorities Committee is empowered to act when necessary in the name of the department at the call of the Chair during the period from spring convocation to the opening of the Fall term.

Composition

1. The Chair of the Department, who chairs the committee, and ten faculty members, all of whom have voting rights.
2. The faculty membership is allocated as follows: Chair, Associate Chair, Graduate Supervisor, Associate Graduate Supervisor, Undergraduate Supervisor and the six field group chairs or their delegated alternates.

TENURE PROMOTIONS AND SALARY INCREMENTS COMMITTEE

Terms of Reference

- To advise the Chair in accordance with the procedures set out in the Collective Agreement concerning recommendations to the Dean with regard to the promotion, tenure, and salary increments of faculty members of the department.
- The Chair shall inform each individual in writing of any recommendation of the committee which directly affects that individual.

Composition

1. The Chair of the Department, the Associate Chair, and six members of the faculty elected by secret ballot.
2. The six elected positions shall be distributed as follows: three Full Professors, two Associate Professors, and one Assistant Professor or Lecturer.
3. The constituted committee will then elect a Chair of the committee, who cannot be the Chair of the Department.

4. Should the Chair of the Department determine that a field or gender is insufficiently represented on the committee, s/he will identify the person(s) with the next highest number of votes from the under-represented field or gender to join the committee.
5. If there are an insufficient number of eligible candidates from any rank, additional members shall be elected from the next rank to make up for any shortfall. For example, if there is no eligible Assistant Professor or Lecturer, an additional Associate Professor will be elected; if there are insufficient eligible Associate Professors an additional Full Professor will be elected and vice-versa.

Procedures

- Elections to the Departmental Tenure, Promotions and Salary Increments Committee shall be held in April every year, to start July 1st of that year.
- Members of the department who are candidates for tenure or promotion during the upcoming year are not eligible for election to this committee.
- Candidates are eligible to vote for the members of this committee.

APPOINTMENTS COMMITTEES

Terms of Reference

- An Appointments Committee is formed for each academic hire.
- The Appointments Committee acts on the recommendation of the Curriculum and Priorities Committee regarding the definition of fields in which recruitment is being sought.
- The committee is expected to solicit advice from the relevant field groups.
- All members of the committee are expected to interview the candidates, attend their public seminars, and examine their files.
- The Appointments Committee will hold an open meeting with members of the department after the last candidate has been interviewed, to solicit the views of the department on each candidate. Subsequently, the Appointments Committee will meet to develop a recommendation on the hiring.
- In the case of transfers from within the university, the Appointments Committee will submit a recommendation to a meeting of the Departmental Board for approval or rejection. All department members will vote by secret ballot on the recommendation of the Appointments Committee; one week will be permitted for voting.

Composition

1. The voting members of the Appointments Committee are the Department Chair, two members of the field group in which the hiring is taking place, and two members selected from other fields. Additional nominations (voting and non-voting) to this committee may be made by the Committee.
2. The field group(s) in which the hiring is taking place will solicit nominations from the members of the group that will be put forward to C&P for selection. The two members from other fields will be nominated by C&P. An effort will be made by C&P to ensure that each field group has an opportunity to be represented on appointments committees on a regular basis.
3. The Appointments Committee will include at least one member who is a member of a designated group (women, Aboriginal peoples, visible minorities, and persons with disabilities).
4. One member of the committee is a member of another unit in the university. This “outside appointment” is made by the Chair and approved by the Dean of Public Affairs.
5. The Chair is required to designate one person on the committee to ensure that its procedures are in accordance with the university’s commitment to employment equity.

UNDERGRADUATE COMMITTEE

Terms of Reference

- To supervise the existing undergraduate program of the department, and to make specific decisions on any aspect of this program brought to its attention by the Departmental Board, or by the Undergraduate Supervisor.
- To review the undergraduate program, in cooperation with the Curriculum and Priorities and other relevant departmental committees, and propose any changes deemed appropriate.

Composition

1. Appointments to this committee are made by the Undergraduate Supervisor, in consultation with the Chair.
2. It is chaired by the Undergraduate Supervisor and composed of four other faculty members. The Chair and the Undergraduate Program Administrator are ex-officio members.

GRADUATE COMMITTEE

Terms of Reference

- To review and make decisions on PhD applications and on graduate scholarships.
- To supervise the existing graduate program of the department, and to make specific decisions on any aspect of the program brought to its attention by the Departmental Board, or by the Graduate Supervisor.
- To make decisions in individual cases brought to its attention by the Graduate Supervisor, especially on admissions and the progress of students, subject to the existing university and departmental regulations.
- To review the graduate program, in cooperation with the Curriculum and Priorities and other relevant departmental committees, and propose any changes deemed appropriate.

Composition

1. Appointments to this committee are made by the Graduate Supervisor, in consultation with the Chair.
2. It is chaired by the Graduate Supervisor and composed of the Associate Supervisor of Graduate Studies and six other faculty members (one from each of the six field groups).

GENERAL PROCEDURES

- Committee meetings shall be held at the call of the committee chair or on the written petition of at least three members of the committee. An agenda should be circulated in advance.
- The chair of each committee will report to all members of the department whose work will be affected by the committee's deliberations and pending proposals.
- Committee reports presented at a departmental meeting shall be circulated to all members of the department at least 72 hours before the meeting.
- Faculty members who are at least 50% assigned to the department, including those on sabbatical or leave, are entitled to vote in all departmental elections.
- Where appropriate student participation in departmental deliberations will be facilitated and encouraged.

DEPARTMENT CHAIR

Terms of Reference

The Department Chair carries out the duties specified in the Collective Agreement, as well as any others mandated by the Departmental Board.

Nominations

Nominations for the position of Chair shall take place early in October in the academic year in which the outgoing Chair's term expires unless the Departmental Board shall otherwise decide. Each nomination must be in writing and supported by at least two members of the Department in addition to the candidate.

Procedures

The Electoral Officer shall announce the date and time nominations will close. This must be done at least two weeks in advance of such closure.

If only one candidate is nominated, a confirmation vote shall be held. A candidate requires support from a majority of the votes cast in this ballot to be elected. When two candidates are nominated a ballot shall be held and a candidate receiving a majority of the votes cast shall be elected. When more than two candidates are nominated, sequential ballots shall be held with the candidate receiving the lowest number of votes removed from the ballot. Balloting shall continue until one candidate receives a majority of the votes cast. All voting is conducted by secret ballot.