

# CONSTITUTION OF THE DIVISION OF SOCIAL SCIENCES PACIFIC LUTHERAN UNIVERSITY

## PREAMBLE

The Division of Social Sciences, as duly constituted by Pacific Lutheran University, hereby establishes this Constitution as the basis for its internal organization and management. In so doing, the faculty, staff, and administrators of the Social Sciences Division declare their service as professionals consistent with the highest standards of excellence in teaching, research, and service in the social sciences, in support of the mission of the university. They further affirm their dedication to assuring fairness and equity in the division's administration and governance, in its allocation of human and material resources, and in the conduct of its affairs.

## ARTICLE I - STRUCTURE

The Division of Social Sciences consists of those academic departments, their chairs, and constituent faculty members as established and designated by the university; a dean of the division; and such administrative staff personnel as are attached to the division according to university policy. The division may establish such additional units as may facilitate the internal management of its affairs, provided that they are not inconsistent or incompatible with university policy.

### Section 1 - Dean.

- a) The dean of the division shall serve a term of three years and may not serve more than two consecutive terms. Each term shall begin on August 1. In the event that a dean assumes the position with less than half of a full term remaining, that dean shall be eligible to serve two full subsequent terms.
- b) The dean is elected by the faculty of the division according to procedures established by the division. Such election serves as the division's recommendation to the university provost and to the university president.
- c) The dean has the following duties and responsibilities:
  - (1) To provide leadership and supervision for the academic programs of the division.
  - (2) To provide reports essential for effective administration of the division and its academic programs.
  - (3) To establish and recommend the budget of the division.
  - (4) To review department budgets with each department chair and forward department requests to the provost.
  - (5) To make recommendations for faculty appointments, promotions, salaries, and sabbatical and other leaves of absence.

- (6) To oversee or write faculty, chair, and staff evaluations in accordance with university and division policy.
- (7) To make recommendations for student, faculty, and staff awards upon recommendation by the Chairs' Council and/or other appropriate review committees.
- (8) To encourage and facilitate faculty professional growth and teaching competence, including but not limited to securing internal and external funding support.
- (9) To support academic leadership among department and program administrators.
- (10) To support the development and competency of department and division staff.
- (11) To support and enhance the financial base of the programs and facilities of the division.
- (12) To work cooperatively with the other deans of the college of arts and sciences to foster the liberal arts and with the deans of the professional schools as appropriate.
- (13) When serving the last year of a term, convene meetings of the College of Arts and Sciences and prepare an appropriate agenda for such meetings in consultation with the other CAS deans.
- (14) To serve on the Deans' Council.
- (15) To convene the Chairs' Council on a mutually agreeable schedule and to distribute minutes of such meetings to all faculty of the division.
- (16) To develop a divisional calendar.
- (17) To allocate office assignments for the faculty of the division.
- (18) To call and preside over meetings of divisional faculty or meetings of divisional faculty and staff.
- (19) To review all division policies and procedures on a regular basis.
- (20) To conduct and oversee all division-wide elections and to oversee the conduct of department elections.
- (21) To perform such other duties as may be designated by the faculty of the division or by the university administration.

**Section 2 - Department Chairs.**

- a) Social sciences department chairs are elected for terms specified by each department according to the department's procedures for selection and removal of a chair. . The results of such procedures shall constitute recommendations to the dean, the provost, and the president. A chair's term of service may not exceed six consecutive years.
  
- b) Chairs have the following duties and responsibilities:
  - (1) To determine course selection and scheduling, in consultation with members of the department.

- (2) To work with the General Education Council to facilitate the submission of course offerings to meet student needs in the General Education Program.
- (3) To lead the department in curriculum review, assessment, and revision as appropriate.
- (4) To supervise departmental representation as needed on any curricular matter put before the faculty Educational Policies Committee.
- (5) To write the department's annual report and other such reports as may be required by department, division, and university policy.
- (6) To write faculty evaluations in accordance with department, division, and university policy.
- (7)
- (8) To determine and document the fulfillment of major and minor requirements, including course equivalencies, in consultation with department members as appropriate.
- (9) To receive, approve, and document major and minor applications.
- (10) To provide for the assignment of general and major advisees.
- (11) To appoint the library liaison officer in accordance with departmental policy.
- (12) To develop and administer the departmental budget.
- (13) To maintain departmental faculty and student records.
- (14) To attend Chairs' Council meetings as a voting member.
- (15) To assist in preparing departmental faculty and curriculum development activities.
- (16) To offer analysis and advice to the dean as appropriate.
- (17) To represent departmental concerns to the dean and to the Chairs' Council as needed.
- (18) To assure implementation of university and divisional policies.
- (19) To act as information conduit and advocate for the department and between the department and the dean, the division, and the university.
- (20) To receive a load realignment consistent with university policy.
- (21) To make recommendations concerning departmental staffing requirements in consultation with department members.
- (22) To coordinate external relations, including alumni and community organizations.
- (23) To schedule and preside over meetings of the department.
- (24) To ensure and maintain an articulated procedure for the selection and removal of a chair.
- (25) To perform such other duties as may be designated by the faculty of the department or by division or university policy.

### **Section 3 - Chairs' Council.**

- a) The Chairs' Council shall be comprised of the dean, who shall preside over Chairs' Council meetings, and the chairs of divisional departments, all of whom shall be voting members of the Council. Program directors who are members of the division shall be nonvoting members of the council.

- b) The duties and responsibilities of the Chairs' Council are:
- (1) To convene on a mutually agreed upon schedule.
  - (2) To reconcile department needs with those of the division.
  - (3) To develop and implement policies for the equitable allocation of faculty travel and development funds.
  - (4) To recommend to the dean, in accordance with established divisional policies and procedures, decisions pertaining to divisional faculty and staff reductions when so directed by the university.
  - (5) To select divisional student fellowship and scholarship recipients according to established criteria and procedures.
  - (6) To recommend to the dean a ranked order of applications for Regency Advancement Awards.
  - (7) To recommend to the dean a ranked order of applications for Severtson-Forest Foundation Awards.
  - (8) To monitor and make recommendations to the dean regarding all appropriate matters affecting departments and the division.
  - (9) To serve as the primary conduit of information to the departments from the dean and from the departments to the dean.
  - (10) To review all policies and procedures across the division on a regular basis and make recommendations accordingly to the dean.
  - (11) To make policy and procedural recommendations to the dean regarding university-mandated staff and faculty reductions and additions. These recommendations should take into account the needs of the department and the division as a whole.

## **ARTICLE II - POLICIES AND PROCEDURES OF THE DIVISION**

**Section 1.** Faculty with voting rights as defined in the Faculty Handbook have privilege of both voice and vote in all divisional matters except that contingent and emeriti faculty shall not vote on matters of personnel (e.g., the election of chair and dean, and hiring of new faculty); other faculty have privilege of voice but not vote. A department may confer voting privileges within its own unit on some or all of its contingent faculty, except that contingent faculty shall not vote on matters of personnel.

**Section 2.** The division shall establish policies and procedures to implement the provisions of this constitution and to otherwise effect the will of the faculty of the division, including but not limited to policies and procedures governing divisional administration, divisional resources available for faculty, and divisional policies regarding students. Divisional policies and procedures shall be adopted when approved by a majority vote of the faculty, when following a meeting of the divisional faculty wherein proposed policies and procedures have been considered and proposed amendments shall have been discussed and voted upon.

**Section 3.** Amendments to the policies and procedures of the division may be proposed by the dean, the Chairs' Council, any two department chairs, or by the petition of any ten voting faculty members of the division. Such proposed amendments shall be considered in a meeting of the divisional faculty wherein such proposals shall be discussed and amendments to them may be offered, discussed, and voted upon. Following such meeting, an election shall be conducted according to established division procedure, and each proposed amendment to the policies and procedures shall be thereby adopted if it receives the affirmative vote of a majority of the votes cast.

### **ARTICLE III - CONSTITUTIONAL AMENDMENT**

**Section 1.** Amendments to this constitution may be proposed by the dean, the Chairs' Council, any two departmental chairs, or by the petition of any ten voting faculty members of the division. Proposed amendments shall be presented to the dean and the Chairs' Council. The Chairs' Council shall cause proposed amendments to be distributed in a timely fashion to the departments, which in turn shall consider them. A meeting of the division shall consider such proposed amendments, including the proposal, discussion, and voting on amendments to the proposed constitutional amendments. Following such meeting, an election shall be conducted according to established division procedure, and each proposed amendment to the constitution shall be thereby adopted if it receives the affirmative votes of two-thirds of the votes cast.

### **ARTICLE IV - CONSTRUCTION AND SEVERABILITY**

**Section 1.** If any provision of this constitution or of the policies and procedures established thereunder be in conflict with, in violation of, or contrary to established policy of the university or of the faculty of the university, such provision shall be null and void, but other provisions of this constitution and of the policies and procedures established thereunder shall not be affected.

**POLICIES AND PROCEDURES OF THE DIVISION OF SOCIAL SCIENCES  
PACIFIC LUTHERAN UNIVERSITY**

**CHAPTER 1 - DIVISIONAL ELECTIONS**

**Section 1.** Divisional elections are conducted by secret ballot. Ballots for department and program positions will be counted by the dean's office who in turn shall report the results to the appropriate faculty. When only one candidate has been nominated for a position, a ballot will be issued listing the candidate's name and a blank space for a write-in vote.

**Section 2. Election of the Dean of the Division**

- a) Chairs' Council will meet in September of the third year of a Dean's term to set the calendar dates for the election according to the following schedule in order to finish the election before the end of fall semester.
- b) The week of Thanksgiving does not count as a "week" in the schedule.
- c) On Monday of week one (day 1 of the process), the Chairs' Council shall issue a notice of the forthcoming election to all voting members of the division and a call for the submission of nominations within 5 days.
- d) By Friday of the second week, the Chairs' Council shall issue the final slate of nominees who have agreed to be candidates. From among voting members who are not nominated, Chairs' Council will select from two to three faculty from different departments who will constitute an election oversight committee, with duties as described below.
- e) By Friday of the third week, each candidate must submit a candidate's statement to the election oversight committee. Such statements shall be no longer than two, double-spaced, typewritten pages.
- f) Tuesday of the fourth week candidates' statements shall be distributed to voting members of the division.
- g) By Friday of the fourth week, the committee shall schedule and conduct a one and one-half hour meeting of the division's voting members for the purpose of a question-and-answer session with the candidates. The committee shall designate one of its members to chair and moderate this session. All questions will be directed to and answered by all the candidates in rotating turns. The moderator shall rule out of order any questions deemed inappropriate. The election ballots shall be issued on Friday of the fourth week. By Tuesday of the sixth week, completed ballots must be returned to the committee.

- h) By Tuesday of the sixth week, the committee shall announce to the voting members the outcome of the balloting. If no candidate receives more than 50% of the votes, the committee shall conduct a run-off election between the two candidates receiving the highest number of votes. Run-off ballots shall be distributed by Wednesday of the sixth week and must be returned by Wednesday of the seventh week. The results of the run-off election shall be announced by Friday of the eighth week.
- i) At the time of the announcement of the winner of the election for dean, the Chairs' Council shall submit the name of the winner as the division's recommendation to the provost.
- j) Election dates shall be specified in the division calendar of the academic year in which the election is scheduled to occur.

## **CHAPTER 2 - DIVISIONAL ADMINISTRATION**

**Section 1 - Administrative Evaluation.** The dean and chairs shall be evaluated annually in accordance with university policy.

**Section 2 - Reduction of Positions.** The division recognizes that the university has the authority to request a reduction in the number of faculty, staff, and administrative positions within in the division. When such a request is made, the Chairs' Council in consultation with faculty is charged with making a recommendation for which positions in the division will be eliminated. When possible, the recommendation will be guided by the following principles and assumptions:

- a) The division believes that personnel reductions should be considered only as a last resort, after all other money-saving options have been explored and considered.
- b) Any reduction in full-time faculty positions must not compromise essential teaching and/or professional needs of the division. Accordingly, any reduction policies or procedures shall entertain a broad range of reduction possibilities within the division, including but not limited to the release of non-tenured faculty and/or the discontinuance of academic units or sub-units.
- c) Any reduction must not unduly compromise the essential requirements of the division's and the university's commitment to affirmative action programs and goals.

Whenever reductions occur:

- 1) The division and the university must extend effective and sustained support to those whose positions have been eliminated in their transition to new employment.
- 2) Without violating personnel guidelines, division and university administrators must conduct the process of personnel reduction in an open, timely, and humane

manner, including written notification and justification to those whose positions are eliminated.

**Section 4 - Divisional Calendar.** Each summer, the dean shall prepare and distribute to all faculty in the division a divisional calendar containing such relevant information as due dates for applications for divisional travel and research funds, Regency Advancement Awards, Severtson-Forest Foundation Awards, sabbatical requests, and rank and tenure correspondence. The dean's administrative associate shall keep the calendar current and shall distribute updates to the faculty as appropriate.

**Section 5 - Office Space Assignments.** An office becomes available for reallocation when its previous occupant resigns, retires, enters phased retirement, takes a leave of absence (other than sabbatical or medical leave), or is terminated. In such instances, or following the provision of additional space by the university, the dean shall reallocate office space according to the following criteria:

- a) Seniority at the university shall be a primary, but not the only, consideration. Seniority is determined by date of hire into continuous "with benefits" employment at PLU. Leaves of absence do not constitute interrupted service. Faculty with less than a full-time appointment accrue seniority proportionate to the level of appointment.
- b) No tenure-stream faculty, regardless of seniority, shall be unwillingly evicted from their occupied offices. However, upon completion of his or her final year in office, the dean has the right to return to her or his previous office.
- c) The propriety of having departmental colleagues located near each other shall be considered.
- d) The expressed desires of an original tenant going on leave (other than sabbatical or short-term medical leave), as expressed in a written statement to the appropriate chair and to the dean, shall be considered, with the clear understanding that no guaranteed "right of return" exists.

The assigned office of a faculty member on sabbatical or medical leave may be temporarily reassigned to visiting faculty.

**Section 6 - Standardization of Department Files.** Recognizing the possibility of changes in departmental leadership as frequently as every two to three years, the division recommends that all departments and chairs maintain a current set of department files in either paper or electronic form, as appropriate. (Some of these files may be maintained by the Dean's Office.) All department files should be accessible to all tenure-stream members of the department, excepting only personnel files with access limited to the chair, individual faculty member, and appropriate staff member. Department files should include information regarding the following:

- a) Full-time faculty personnel, current and past, including required evaluations, materials required by the department, and items submitted by individual faculty members, and faculty correspondence regarding faculty matters, including that related to rank and



tenure. Departments should establish policy regarding material to be included in personnel files, the distribution of such material, and related matters.

- b) Part-time faculty personnel, current and past, including but not limited to curriculum vitae, courses taught, course evaluation summaries, correspondence, and contract recommendation forms.
- c) Annual reports by the chair, as historically complete as possible.
- d) Syllabi for all courses taught during the previous five-year period, providing means to ensure access by departmental staff to distribute to interested current and prospective students.
- e) Budgetary information, including monthly budget summaries over the current and previous five years.
- f) Student data over a five-year period, including occasional reports provided by the Provost's Office, major and minor data, alumni data, undergraduate fellows, and students admitted to graduate programs.
- g) Departmental policies, including dates of adoption, as pertain to such matters as chair elections, faculty teaching assignments, independent studies, and interpretation of rank and tenure procedures and criteria.
- h) Minutes of departmental meetings, as historically complete as possible.
- i) An ongoing five-year record of Chairs' Council minutes.
- j) Any and all curriculum revisions, including relevant notices and correspondence involving the educational policies committee.
- k) Correspondence, whether internal university communication or external (including sample letters to students).
- l) Department sponsorship of forums, presentations, student groups, and related programs and organizations.

**Section 7 - First Year Faculty.** When the division is in a position financially to support the release, the division recommends to the provost that faculty newly employed by the university shall teach a maximum of 20 semester credit hours for their first year of teaching.

## **CHAPTER 4 - DIVISIONAL POLICIES REGARDING STUDENTS**

**Section 1 - Student Workers.** Departments may hire student workers as their student work budgets permit, such workers to be allocated to departmental faculty and specific tasks in accordance with stated departmental policy.

**Section 2 - Independent Studies, Graduate Readings, and Directed Studies.** No student shall be permitted to enroll in an independent study, graduate reading, or directed study unless and until a full proposal has been approved by the appropriate faculty member and the chair of the department in which the credit is to be granted. Each proposal shall set forth faculty and student responsibilities and must be submitted prior to the university's 10th-day enrollment cutoff date for the term. Each proposal shall normally include a statement of the specific issue or problem to

be examined, a tentative outline, a description of the final product, a timetable for meetings with and reports to the faculty supervisor, and a preliminary bibliography. When approved, the proposal constitutes a contract, the terms of which must be fulfilled in order that the appropriate grade may be assigned. Only rarely may a student be permitted to substitute an independent study, graduate readings, or directed study for a course normally offered in the curriculum. All exceptions to the foregoing shall be noted by the chair, reported to the faculty of the department, and, in the case of graduate programs, reported to the dean.

### **Section 3 - Division Scholarships.**

Those awards which are department specific are awarded according to the policies of those departments. Those awards which are division-based, including faculty merit, undergraduate teaching fellowships, and Eyring awards, are nominated by the Chairs' Council and recommended by the dean.

Departments eligible to award Brue Study Away funds in any given year are rotated according to a schedule determined by the Chairs' Council in accordance with the conditions established by the endowment gift.