

Conflict Resolution, Human Security, and Global Governance Department  
Constitution  
May 2017

I. Department Voting Rights

- a. The governing body of the Conflict Resolution, Human Security, and Global Governance Department of the John W. McCormack Graduate School of Policy and Global Studies of the University of Massachusetts Boston (henceforth “the Department”) is the group of members attending any duly constituted Department meeting.
- b. All tenured and tenure track faculty members in the Department shall have the right to vote on all matters before the Department except as limited in Section IV.
- c. Department members with voting rights may continue to vote while on sabbatical or leaves of absence. This applies to leaves taken for any reason except for the purpose of working in regular administrative positions within the University but outside the Department.
- d. Absentee ballots must be received by the Department Chairperson before the relevant Department meeting. Virtual attendance is permissible when feasible; it is the responsibility of the faculty member to make such arrangements. Proxy votes are allowed with written prior notification of the Chair.
- e. All those who vote on Departmental matters should be informed on the questions to be decided. It is the responsibility of the individual faculty member to take part in meetings and to obtain any information necessary when unavoidable absences prevent attendance at either Departmental or Personnel Committee meetings.

II. Department Meetings

- a. Department meetings shall consist of all who teach in the Department and such other persons as the Department shall from time to time invite. The Departmental administrative staff may attend meetings, except when such attendance is deemed inappropriate by the Chairperson. Those portions of meetings dealing with personnel issues may be limited only to voting members of the Department, as deemed appropriate by the Chair.
- b. Department meetings shall be concerned with all matters of Departmental policy and governance other than those identified in this Constitution as

matters to be dealt with by the Department Personnel Committee, directly by the Chairperson, or by *ad hoc* committees appointed by the Chairperson.

- c. Department meetings shall be announced at least one week in advance, and all reasonable efforts shall be made to hold meetings when members are scheduled to teach.
- d. A meeting quorum shall consist of all members of the Department who attend a meeting. The Chairperson shall call meetings. In addition, the Chairperson shall call a meeting when requested by at least one-third of the voting members of the Department.
- e. Nothing in Article I shall be taken to prohibit the conduct of a mail ballot when so directed in a Department meeting.

### III. The Department Chairperson

- a. The Chairperson shall be responsible for all administrative functions of the Department, and will officially represent the interests of the Department to administrative officers of the McCormack Graduate School and the University, and to individuals and agencies outside the University. The chair shall oversee development and mentoring processes for all faculty in the Department. The chair supervises and supports the Department's administrative staff.
- b. The choice of Chairperson shall be made from among the tenured members of the Department. Only in extraordinary circumstances may a Chairperson be selected from among the ranks of Assistant Professors.
- c. The selection of the Chairperson shall normally take place early in the Spring semester that precedes the expiration of the current Chairperson's term of office. In the event a Chairperson resigns his/her duties for any reason, the election of a replacement shall take place within one month.
- d. The Chairperson shall be elected by majority of the voting members of the Department in a secret ballot; the selection of the Chairperson is subject to the final approval of the Dean of the McCormack Graduate School.
- e. The Chairperson shall serve for an initial term of three years, and may choose to run for election to a second term of three years.
- f. In the event of the prolonged absence or incapacity of the Chairperson, the Chairperson shall designate an acting Chairperson, who shall act in that capacity subject to the consent of the majority of voting members of the Department.

- g. The Department may vote, by a two-thirds majority of all voting members, that a Chairperson be removed from office.

#### IV. Personnel Procedures and the Department Personnel Committee

- a. The Department Personnel Committee (henceforth DPC) shall be concerned with annual personnel reviews, and any other personnel issues not addressed explicitly in this Article. The DPC shall consist of three voting members of the Department, at least one of whom is tenured. At least one member of the DPC shall be pre-tenure when there are pre-tenure members of the Department. The Chairperson is ineligible to serve on the DPC, and faculty on leave may recuse themselves from service on the DPC.
- b. Members of the DPC shall be elected on an annual basis by secret ballot. The election shall happen in the Spring semester for the following academic year. The elected members of the DPC shall choose their own committee chairperson.
- c. Both the DPC and *ad hoc* personnel review committees shall adhere to the policies and procedures established in the Academic Personnel Policy of the University of Massachusetts Amherst & Boston Doc. T76-081 (the “red book”), as amended, in addition to recognizing the contractual rights of all personnel under review.
- d. Any document or finding attributed to the DPC must be approved by a majority vote of the DPC. In circumstances in which time constraints make it necessary, the DPC Chairperson may represent the views of the DPC to the best of the Chairperson’s judgment. In such circumstances the full DPC must be informed in a timely manner both that such action was required, and of the full content of the communication undertaken on its behalf.
- e. The Department Chairperson shall appoint *ad hoc* committees for the review of faculty for the purposes of tenure and promotion, in consultation with the candidate. A majority of the members of such *ad hoc* committees shall be voting members of the Department.
- f. **Tenured members of the Department shall vote on tenure decisions, and the results of the vote shall be reflected in the Chair’s letter to the Dean. In promotion decisions, a vote shall be taken by all members of the Department of a higher rank, and the results of the vote shall be reflected in the Chair’s letter to the Dean. All votes on tenure and promotion cases shall be by secret ballot. In all cases, voting members shall have access to the materials in the candidate’s tenure/promotion**

**file, and the timing of the vote shall be cognizant of University deadlines.**

- g. New tenure track faculty members will be assigned a mentor from among the tenured members of the Department. The mentor shall in normal circumstances continue in the role until the new faculty member is reviewed for tenure. Each year, tenure track professors will meet with the Department Chair and a tenured member of the DPC, following the AFR process. The meeting will establish a plan for faculty development and support, with a focus on progress, goals and strategies for professional success. Tenure track faculty members should also provide an updated CV and a short narrative to the chair and DPC to help serve as a basis for mentoring, planning and discussions.
- h. Hiring recommendations shall be made by *ad hoc* hiring committees appointed by the Chairperson. A majority of members of such committees must be voting members of the Department. It shall be the responsibility of the hiring committee to draft and publish the job advertisement, in compliance with all University requirements. The hiring committee shall review all applications and rank candidates according to their appropriateness for the position. The committee Chairperson shall arrange for those candidates deemed finalists for the position are invited to campus to interview. All Department members should attend each candidate's job talk, and meetings with each candidate as appropriate. Voting members of the Department shall meet to discuss the candidates, and shall hold a vote to determine first the viability of each candidate, and then a rank ordering of those candidates deemed viable.

## V. Committees

- a. In addition to the DPC, the Department may create such additional standing and *ad hoc* committees as it deems advisable and appropriate.
- b. The Department Chairperson shall be responsible for assigning members of the Department to committees at the Department, College, and University levels as appropriate.

## VI. Graduate Programs and Centers

- a. The Department is host to two research centers, the Center for Peace, Democracy, and Development, and the Center for Governance and Sustainability. Center directors shall be appointed by the Dean in consultation with the Department Chair and the voting members of the Department. Center directors shall work in collaboration with the department chair and faculty, including an annual presentation of center

- activities, finances, and accomplishments at a department meeting. Centers shall work to integrate their activities into the life of the department whenever possible.
- b. Each of the Department's graduate programs shall have a Graduate Program Director, who shall be nominated by the Department Chair in consultation with the faculty. Appointment as a Graduate Program Director shall normally be for a three-year term. The Graduate Program Director shall report to the Department Chair.
  - c. Graduate Program Directors shall convene Program Committees for their respective programs from among the faculty. Program committees may include faculty members from other Departments as appropriate.
  - d. The choice of Graduate Program Director shall be made from among the tenured members of the Department. Only in extraordinary circumstances shall a Graduate Program Director be selected from among the ranks of Assistant Professors.

## VII. Procedures for Adoption and Amendment

A two-thirds majority of voting members of the Department is necessary for adoption of this Constitution. This Constitution may be amended by a two-thirds majority of voting members of the Department.

The constitution shall be reviewed at a Department Meeting annually, in the Spring semester.