

**Bylaws of the
Department of Political Science
University of Arkansas
Adopted: March 19, 2021
Revised: 9/30/24**

- I. Scope and Purposes
 - A. The purpose of this document is to establish policies and procedures for the Department of Political Science (PLSC) at the University of Arkansas (UARK).
 - B. The provisions contained in this document supersede all previously adopted departmental policies, unless otherwise specified in this document.
 - C. Any conflicting provisions of all college or university policies, state and federal law, and the Department of Political Science Personnel Document (PLSC PD) supersede the provisions established within this document.
- II. Definitions
 - A. PLSC Faculty:
 - 1. Professorial Faculty
 - a) For the purposes of this document, “professorial faculty” includes tenured and tenure track (TT) faculty appointed in PLSC, either solely to PLSC or in conjunction with another department as joint appointments.
 - b) “Professorial faculty” also includes nontenure track faculty (NTT) appointed to serve in the rank of Teaching Assistant Professor, Teaching Associate Professor, Teaching Professor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor.
 - 2. Non-professorial Faculty (NPF) includes individuals appointed to the rank of Instructor, Lecturer, Post-Doctoral Fellow, Post-Doctoral Assistant, or Graduate Instructor.
- III. PLSC faculty meetings
 - A. PLSC faculty will meet at least once per semester, the dates, times, and locations to be determined by the chair at times when the largest number of faculty are not otherwise teaching.
 - B. Meetings shall be open to all PLSC professorial faculty.
 - C. At least two business days prior to the meeting, the chair shall issue a call for agenda items.
 - D. Quorum
 - 1. A quorum of PLSC faculty shall consist of two-thirds of all professorial

PLSC faculty who are not on leave or serving in administrative positions outside of the department.

2. Professorial faculty on leave may participate in PLSC faculty meetings, should they choose to do so. Faculty on leave who opt to attend a PLSC faculty meeting shall be counted toward the quorum. If faculty who are on leave are not in attendance, they will not be considered when determining quorum.
 3. Proxy votes for those faculty who are unable to attend physically may be cast by submitting them to the senior PLSC administrative staff member.
- E. PLSC faculty meetings are open to all PLSC professorial faculty. However, NTT professorial faculty may not vote on matters related to personnel policy or amendments to these bylaws.
- F. At the discretion of the chair or by a majority vote of the professorial faculty, non-professorial faculty may be invited to attend PLSC faculty meetings. However, non-professorial may not vote on matters related to personnel policy or amendments to these bylaws.
- G. Disputes over matters of procedure not otherwise resolvable by direct reference to these bylaws, the PLSC PD, college policy, or university policy, shall be ruled upon by the chair. In issuing these rulings, the chair will be guided by *Robert's Rules of Order* (newly revised), which shall determine the rules and order of the meetings. Rulings by the chair may be overturned by a majority vote of the faculty in attendance.

IV. Chair of the Department of Political Science

- A. Selection of the department chair:
1. Call for nominations for department chair:
 - a) In cases when the expiration of an incumbent chair's term, which normally lasts for 4 years, is anticipated:
 - (1) When four months remain in the incumbent chair's term, the chair of the PLSC Personnel Policy Committee (PPC) shall issue a call for PLSC faculty to nominate (including self-nominations) PLSC faculty members to stand as candidates for chair.
 - (2) The nomination period shall last no less than 7 calendar days and no longer than 14 calendar days.
 - (3) The names of nominees for PLSC chair will be sent to the PLSC PPC chair.
 - b) In cases where an incumbent chair vacates the position prior to the expiration of their term:
 - (1) The chair of the PPC shall issue a call for PLSC faculty to nominate (including self-nominations) PLSC faculty members to stand as candidates for chair as soon as it is feasible to do so.

- (2) The nomination period shall last no less than 7 calendar days and no longer than 14 calendar days.
 - (3) The names of nominees for PLSC chair will be sent to the PLSC PPC chair.
 - (4) If a member of the PPC is nominated as a candidate for chair, the member shall recuse themselves from service on the PPC in any matter related to the chair selection process. In the event the chair of the PPC is a candidate for chair, the PPC's vice chair shall serve as chair for the purpose of selecting the department chair.
2. Chair candidates' presentation to PLSC faculty
- a) Within three working days after the close of the nomination period, the chair of the PPC shall schedule a meeting of the PLSC faculty, to take place no more than 10 working days after the close of the nomination period. The candidates for department chair will present at this meeting.
 - b) At the meeting:
 - (1) The PPC will decide the order in which the candidates present prior to the meeting through a random selection process.
 - (2) The candidates for chair will each make a presentation of a length of time specified by the PPC.
 - (3) After all candidates have completed their presentations, the floor will be open for questions to the candidates from the departmental faculty members.
 - (4) Candidates for chair may not question each other.
3. Voting process for selecting departmental recommendations for department chair.
- a) Within two working days after the candidates' presentations, the PPC shall deliver to each PLSC faculty member a ballot that contains the names of each of the candidates for department chair.
 - b) The names of the candidates for department chair shall appear in on the ballot in random order, along with an option to abstain from voting.
 - c) All professorial faculty are eligible to vote.
 - d) Proxy votes
 - (1) Proxy votes may be submitted to the PPC chair via email during the voting process only. Proxy votes sent during other periods are invalid.
 - (2) Members of the PPC may not disclose the contents or origin of any proxy vote and the PPC chair will delete the sender's email message immediately following the vote count.
 - e) The voting process will conclude after two working days.

- f) Results will be announced to the faculty by email no later than two working days after the close of the voting period.
- 4. If a candidate for department chair receives a simple majority of the votes cast:
 - a) The candidate will be the department's recommended candidate for chair to the ARSC dean.
 - b) The results of the election will then be transmitted via email to members of the PLSC faculty and to the ARSC dean by the end of the next working day.
- 5. If no candidate for department chair receives a simple majority of the votes in the initial election:
 - a) A run-off election between the top two nominees will be held within two working days of the initial election.
 - b) If there is a tie between the second-place candidates, another election shall be held between the top three nominees.
 - c) The deadline for accepting ballots for the run-off election will be set by the PPC.
 - d) If no candidate receives a majority in the run-off, the results of both elections will be reported to the ARSC Dean.
- B. Duties of the department chair
 - 1. Conducting annual evaluations of departmental faculty in consultation with the PRC.
 - 2. Conducting the administration of the department, including maintaining the departmental budget and implementing university, college, and departmental policies.
 - 3. Reporting to the PLSC faculty all pertinent information related to the department, college, or university administration.
 - 4. Representing the department to the college and university administration.
 - 5. In consultation with the Personnel Policy Committee, making recommendations to the college dean regarding workloads for the faculty in the department. The chair will inform each faculty member of his or her workload recommendation to the dean.
 - 6. Determining the department's schedule of classes.
 - 7. Ensuring that faculty below the rank of associate professor have faculty mentors.
 - 8. Ensuring that the department engages in diversity, equity, and inclusion efforts as they relate to PLSC students, faculty, and staff.
 - 9. Ensuring the department fulfills the objectives of the department's Five Year DEI Planning Document.
 - 10. Assigning office space for faculty and graduate instructors.
 - 11. Except for the chairs and members of the Personnel Policy Committee

and the Peer Review Committee, appointing members and chairs of departmental standing committees.

12. Appointing members and chairs to ad hoc faculty and staff search committees.
13. Appointing individuals to the rank of instructor and lecturer.
14. Creating ad hoc departmental committees and appointing their chairs and members.
15. Recommending faculty for graduate faculty status to the Graduate Council faculty.
16. Appointing PLSC faculty to the following positions:
 - a) Vice Chair
 - b) Graduate Director
 - c) Director of Undergraduate Studies
 - d) Honor's Advisor
 - e) Director of Legal Studies

V. Vice Chair and Director of Graduate Studies

A. Selection

1. Call for applications:
 - a) When three months remain in the incumbent vice chair and director of graduate studies' term, which normally lasts for four years, the chair of the PPC shall issue a call for PLSC faculty to apply to serve as candidates.
 - b) In cases where an incumbent vice chair and director of graduate studies vacates the position prior to the expiration of their term, the PPC shall issue a call for applications as soon as possible. In such cases, the chair may appoint an acting vice chair and director of graduate studies until a final selection is made.
2. The application period shall last no less than 7 calendar days and no longer than 14 calendar days.
3. The PPC may request from the candidates curriculum vitae and other suitable application materials.
4. Within 14 days from the end of the nomination period, the PPC shall provide the department chair with a ranked list of all the names of the candidates. The department chair shall select the vice chair and director of graduate studies from this list of names.
5. If a member of the PPC applies for the position, the member shall recuse themselves from service on the PPC in any matter related to the vice chair and director of graduate studies selection process. In the event the chair of the PPC is an applicant, the PPC's vice chair shall serve as chair for the purpose of the vice chair selection process.

B. Duties

1. As Vice Chair:

- a) Serving as acting PLSC chair in the event the PLSC chair is unable to serve.
- b) Representing the department to the college and university administration when the chair is unable.
- c) Attending meetings in place of the PLSC chair in the event the chair is unable to attend, including ARSC chairs' meetings and meetings of the Chairs' Council.
- d) Assisting the chair with the administration of the department, including the departmental budget and the administration of departmental policies.
- e) Assisting the department chair with determining department's schedule of classes
- f) Assisting the chair of PLSC with the writing of PLSC's Annual Report to the Fulbright College of Arts and Sciences (ARSC).
- g) In consultation with the Director of Undergraduate Studies and Director of Graduate Studies, overseeing the department's curricular assessments.
- h) Assisting the chair with the writing of PLSC's annual program assessment plans and program review reports.
- i) Supervising compliance with the reporting requirements for the university's General Education requirements.
- j) Conducting peer observations of teaching for tenure and promotion candidates.
- k) In conjunction with the PLSC Awards Committee, overseeing the selection and awarding of PLSC scholarships and awards for undergraduate and graduate students.

2. As Director of Graduate Studies:

- a) Recruiting and advising prospective graduate students.
- b) Conducting an annual orientation session for incoming graduate students
- c) Maintaining communication with current graduate students throughout the year.
- d) Advising current graduate students.
- e) Conducting degree checks and clearances for graduate students.
- f) Supervising the graduate students' comprehensive examination process.
- g) Overseeing changes to graduate curricula.
- h) Assigning graduate assistants to faculty.
- i) Overseeing the evaluation of graduate assistants by faculty.
- j) Assisting the chair with the schedule of graduate and undergraduate classes taught by graduate students.

- k) Identifying graduate students for internal and external awards and scholarships.
- l) Serving as the primary liaison between PLSC, the Graduate School and International Education, and other graduate programs.
- m) Maintaining content related to graduate programs on PLSC's web page.
- n) Assist graduate students and office staff with facilitate graduate student travel to professional conferences.

C. Removal

- 1. In consultation with the PPC, the department chair may remove the vice chair and director of graduate studies from the position prior to the expiration of their term.

VI. Director Undergraduate Studies

A. In consultation with the PPC, the director of undergraduate studies will be selected by the departmental chair to a three-year term.

B. Duties

- 1. Serving as the primary liaison between PLSC and the Fulbright College Advising Center.
- 2. Serving as a representative from the Department of Political Science to the Fulbright Advisory Board (FAB) monthly meetings.
- 3. Advising potential and current political science majors and minors.
- 4. Advising undergraduate students, when necessary.
- 5. Advising the chair on matters related to the PLSCBA.
- 6. Serving as the primary recruiter for political science majors and minors.
- 7. Supervising the cross-listing of PLSC courses with other departments and programs.
- 8. Recommending to the chair the hiring of non-professorial faculty to teach selected undergraduate courses.
- 9. Overseeing the completion of PLSC senior writing requirements.
- 10. Assisting the chair and vice chair with the reporting requirements for the university's General Education requirements.
- 11. Reviewing course equivalencies and petitions of transfer of credit from undergraduate students.
- 12. Maintaining a current list of the email addresses of PLSC undergraduates
- 13. Serving as the primary conduit of information between the department and undergraduate students.
- 14. Communicate to political science majors and minors about job,

internship, scholarship, and research opportunities.

15. Tracking and following up with at-risk students.
16. Oversee changes to Political Science's undergraduate curricula.

C. Removal

1. In consultation with the PPC, the department chair may remove the director of undergraduate studies from the position prior to the expiration of the vice chair's term.

VII. Honors Advisor

A. Selection

1. The chair shall appoint the honors advisor for PLSC to a three-year term.

B. Duties

1. Recruiting PLSC honors students.
2. Advising current and prospective PLSC honors students, as needed.
3. Coordinating the PLSC honors curriculum with the chair, the director of undergraduate studies, and PLSC faculty.
4. Overseeing the addition of honors courses to the PLSC curriculum and consulting with PLSC faculty when developing PLSC honors courses, when needed.
5. Assisting the chair with the scheduling of PLSC honors courses.
6. Serving as the primary conduit of information between PLSC and the college honors program, the university's Honors College, and the university's Honors Council.
7. Maintaining a current list of the email addresses of PLSC honors students.
8. Serving as the primary conduit of information between the department and PLSC honors students.
9. Advising the chair on matters related to the honors program.

- C. In consultation with the PPC, the department chair may remove the honor's advisor from the position prior to the expiration of the honor's advisor's term.

VIII. Director of Legal Studies

A. Selection

1. The chair shall appoint the director of Legal Studies to a three-year term.

B. Duties

1. Promoting the Legal Studies minor to current and prospective University of Arkansas students.

2. Maintaining the Legal Studies curriculum and when necessary making changes, additions, and deletions to it.
 3. Advising students in the Legal Studies Minor, as needed.
 4. Advising the chair on matters related to the LGST-M.
 5. Maintaining a current list of the email addresses of legal studies minors
 6. Serving as the primary conduit of information between the department and legal studies minors.
 7. Maintaining the Legal Studies curriculum, submitting changes to the program when appropriate.
 8. Maintaining a website to announce the program's activities.
 9. When asked by prelaw-related RSO (recognized student groups), serve as the advisor to these groups.
 10. Attending monthly Fulbright College directors' meetings.
- C. In consultation with the PPC, the department chair may remove the director of legal studies from the position prior to the expiration of the director of legal studies' term.

IX. Standing Personnel Committees

- A. In accordance with the PLSC PD, PLSC shall have a Personnel Policy Committee (PPC) and a Peer Review Committee (PRC).
- B. The process for selecting the PPC and PRC chairs vice chairs, and members will be determined by the PLSC PD.
- C. The procedures for the PPC and PRC will be determined by the PLSC PD.

X. Other Standing Committees

- A. The committees
 1. In addition to the PPC and the PRC, The PLSC department will have the following standing committees:
 - a) Academic Programs Committee (APC)
 - b) Awards Committee (AC)
 - c) Budget Committee (BC)
 - d) Online Instruction and Technology Committee (OTC)
 - e) Graduate Studies Committee (GSC)
 - f) Diversity, Equity, and Inclusion Committee (DEI)
 - g) Assessment Committee
 2. Procedures for appointment: Unless otherwise specified herein, the PLSC chair shall determine the chair and membership of committees.
- B. Academic Programs Committee:
 1. Responsibilities:
 - a) The APC shall be responsible for approving changes on behalf of PLSC to the Master of Arts in Political Science (PLSCMA), Master of Public Administration and Nonprofit Studies

(PADMMA), Bachelor of Arts in Political Science (PLSCBA), Minor in Political Science (PLSC-M), and Minor in Legal Studies (LGST-M).

- b) These changes include:
 - (1) Additions of new courses.
 - (2) Deletions of old courses.
 - (3) Modifications of existing courses, which includes:
 - (a) Changes in the name of existing courses.
 - (b) Changes in the numeric designation of existing courses.
 - (c) Changes do not include changes to courses that do not qualify as (a) or (b) above.
 - (4) Changes to the curricula of the forementioned programs, subject to approval by the PLSC faculty.
- 2. Procedures for approving changes proposed to the APC:
 - a) Professorial faculty will submit proposed changes to the APC chair.
 - b) To approve a proposed curriculum change, a majority vote of the APC members is required.
 - c) During the fall and spring semesters, a vote on whether to approve curriculum changes must occur within 10 working days from the time the proposed changes were submitted to the APC chair.
 - d) Any decision made by the APC can be appealed by the original proposer to the PLSC faculty.
- C. Duties of the Awards Committee:
 - 1. Proposing award recipients for departmental student scholarship and awards.
 - 2. Selecting recipients of the departmental teaching awards.
 - 3. Identifying and assisting faculty with developing nominations for the college faculty awards.
- D. Duties of the Budget Committee:
 - 1. Developing policy direction for Global Campus and TELE funds.
 - 2. Advising the department chair on other budget-related matters.
- E. Duties of the Online Instruction and Technology Committee
 - 1. Developing strategies to enhance PLSC online course development and oversees their implementation.
 - 2. Managing the technology needs of the department.
 - 3. Advising the department chair on matters related to online instruction and technology.
- F. Duties of the Graduate Studies Committee
 - 1. Assisting the graduate coordinator with the admissions process to the

- department's graduate program.
 - 2. Assisting the graduate coordinator with identifying candidates and selecting recipients of departmental graduate assistantships.
 - 3. Reviewing changes to the department's graduate courses and curricula and recommending appropriate changes to the APC and department faculty.
- G. Diversity, Equity, and Inclusion (DEI) Committee
 - 1. Composition
 - a) The DEI Committee is composed of 3 faculty members, two students and 1 staff member.
 - 2. Duties
 - a) Developing and revising the department's diversity and inclusion plan.
 - b) Assisting the department with the implementation of the department's diversity plan and recommending changes in departmental procedures.
 - c) Assisting with the development of a DEI survey (every 2 years).
- H. Duties of the Assessment Committee
 - 1. Assisting the department chair to ensure the department's curricula comply with the university's General Education Requirements.
 - 2. Assisting the department chair with implementing changes that resulted from Arkansas Department of Higher Education review process.
- XI. Field Committees
 - A. The chair shall appoint members of the professorial faculty to the following committees:
 - 1. American Field Committee
 - 2. Comparative Politics/International Relations Field Committee
 - 3. Public Administration/Nonprofit Studies/Policy Field Committee
 - B. The chair will appoint TT faculty to be chairs of the field committees each year on a rotating basis.
 - C. Responsibilities:
 - 1. Coordinating with field faculty each field's undergraduate and graduate course rotations.
 - 2. Conducting graduate student comprehensive exams or portfolio assessments under the direction of the field committee chair with the assistance of the Director of Graduate Studies.
- XII. Office space:

- A. When assigning office space for professorial faculty, the chair will be directed by the principle of seniority. The longest serving faculty in the department member (dated from the time of initial appointment to PLSC) will have the first choice of departmental faculty offices, followed by the faculty member with the second most seniority, and so on
 - B. Allocations of office space must comply with Fayetteville Policies and Procedures 203.1.
- XIII. Course Selection and Course Times
- A. Tenured and tenure-track faculty will have precedence over affiliate and non-tenure track faculty in the choice of teaching PLSC courses and in the choice of teaching times in accordance with university policy.
- XIV. Tenure-track Faculty Search Procedures
- A. Initial Screening of Candidates:
 1. The ad hoc search committee for the position will typically nominate 3 candidates to be considered for on-campus interview invitations and provide the chair with at least two alternative candidates.
 2. At the discretion of the search committee and the Department Chair, the search committee may elect to hold online preliminary interviews if there is a large number of exceptional candidates.
 - B. Voting process for selection of preferred candidates.
 1. Each ballot at this stage will require two sets of votes, described below in Steps 1 and 2. The time window within which faculty may cast their ballots will be no less than 72 hours after the conclusion of the faculty meeting in which candidates were discussed.
 - a) Step 1: Vote yes / no on each candidate nominated by the search committee to indicate whether you support or do not support candidates for the position.
 - (1) All candidates receiving the support of a simple majority of votes cast are eligible for a job offer.
 - (2) Any candidate that receives a majority of “no” votes in this round is ineligible for an offer of employment and is ineligible for any subsequent ballots.
 - (3) All candidates who do not receive a simple majority of “no” votes at this step are hereto referred to as “eligible candidates.”
 - b) Step 2: Vote to identify preferred candidates. Each faculty member will be given a ballot and will be able to rank order the candidates on the ballot.
 - (1) The candidate receiving the highest point total is the preferred candidate and is recommended for an offer of employment unless they have received a simple majority of “no” votes in Step 1.

- (2) In case, the candidate with highest point total in Step 2 is declared ineligible because of the results in Step 1, the following process will occur: If the candidate receiving the second highest point total is an eligible candidate, according to criterion of Step 1, and has twice the Step 2 point total of the next highest ranked candidate, that candidate will be the preferred candidate and is recommended for an offer of employment. If no candidates meet this standard, please refer to Step 3.
 - (3) In an event of a rank-order tie between the top two eligible candidates, a second, run-off ballot will be held to break this tie and determine the ordinal ranking between these individuals. Only the candidates that are tied will be included in the run-off. Faculty will have a minimum of 24 hours within which to cast their vote.
- c) Step 3: Additional balloting
- (1) If no preferred candidate emerges during the first round of balloting, there will be a second vote among faculty about (1) whether to vote again from the remaining eligible candidates, (2) whether to recommend to the search committee and the Department Chair to invite additional candidates to campus or (3) whether to end the search.
 - (2) The time window faculty may cast their ballots will be no less than 48 hours after the search committee has decided that the first round of voting has failed to produce a viable candidate.
- d) Step 4: Offers of employment to alternate candidates
- (1) If a preferred candidate declines the offer of employment, the Department Chair will have the ability to offer the position to the second highest ranked candidate from Step 2 of the voting process if they have at least twice the point total of the next highest ranked candidate at that stage and were not declared ineligible as a result of the voting results from Step 1.
 - (1) However, in cases when the individual with the third highest point total is ineligible, the Department Chair will have the ability to offer the position to the second highest ranked candidate from Step 2 of the voting process.
- a) Step 5: *Additional balloting II*
- (2) If the individual with the second highest point total does have twice the point total of an eligible individual with the third highest point total, another round of voting will occur between the remaining individuals.

- (3) The time window faculty may cast their ballots between the second and third ranked candidates will be no less than 48 hours from the previous election.
- (4) The chair will have the ability to offer the position to the individual with the largest number of votes from this election. If this individual declines our offer of employment, the chair has the ability to offer the individual with the next largest number of votes from the most recent round of balloting.

XV. Swartz Professorship

- A. The term for the holder of the Swartz Endowed Professorship shall be one fiscal year, starting on July 1 of the new fiscal year and ending June 30 of that fiscal year.
- B. The PLSC Personnel Policy Committee shall review applications for the professorship and from these applications recommend to the dean of the college the awardee.
- C. Each candidate shall submit to the PPC (by February 1):
 - 1. A current CV
 - 2. An essay of no more than 3,000 words (including bibliographic references) that includes descriptions of the following:
 - a) How the professorship will benefit the individual's teaching and/or research, including reference items that will be generated during the professorship. These items can include proposed articles, books, other forms of research, changes to courses, and changes to curricula.
 - b) How the work the professor will produce will benefit the Department of Political Science.
 - 3. A proposed budget.
- D. The criteria for selection shall include (in decreasing order of importance):
 - 1. Not having previously received the Swartz Professorship.
 - 2. A record of superior teaching and scholarly research.
 - 3. Pending off-campus duty assignments during the fiscal year that the individual would be awarded the professorship.
 - 4. Seniority in the Department of Political Science as a tenured/tenure-track faculty member.
- E. The PPC shall select the recommended awardee no later than March 1 prior to the beginning of the fiscal year.
- F. Any unused portion of the funds after June 30 shall be returned to the department to be awarded the next holder of the professorship.
- G. By no later than October 1 after the conclusion of their term, the most recent former holder of the professorship shall submit to the department chair and

the dean of the college a brief report detailing their accomplishments during their term in the professorship.

XVI. Political Science Teaching Awards

- A. The Department of Political Science (PLSC) Award for Teaching Excellence honors one outstanding tenured or tenure-track departmental faculty member, one non-tenure track faculty member, and one PLSC graduate instructor each year.
- B. Selection process:
 - 1. Evaluation of submissions will be conducted by the PLSC Awards Committee. The winner will be announced on or before April 15 of each year.
 - 2. The winner of each of the three awards will receive a plaque and a \$500 award.
 - 3. Online Statement of Nomination
 - a) The link for nominations will be circulated to students and faculty.
 - b) The statement, submitted via an anonymous online form created by department staff, shall present the basis for the nomination.
 - c) Nominations should be submitted by February 1 of each year.
 - d) Nominations shall not exceed 200 words.
 - e) Nominations from other PLSC faculty, current and students, and self-nominations are welcome.
 - 4. Teaching Activities/Evaluations
 - a) The PLSC Awards Committee will request materials from the nominees.
 - b) The materials shall include:
 - (1) a list the courses taught each semester for the last two calendar years (include course number, title, and number of students in each course).
 - (2) a description of any innovative or creative teaching techniques.
 - (3) summaries of online student evaluations for all classes taught during the past two calendar years.
 - (4) Nominees may include letters from former students (not more than three).
 - (5) Nominees may include peer classroom evaluations (no more than two).
 - (6) The nominee shall provide a shortened vita (no longer than two pages) and highlight activities such as recent publications, conferences, workshops, special courses, and similar activities that focus on development and improvement of teaching skills.

XVII. Amendment process:

- A. A majority vote of the faculty is required to amend these bylaws.
- B. Unless otherwise specified, all amendments to these bylaws shall go into effect upon their approval by the faculty.