Bylaws
Department of Criminal Justice & Criminology
Andrew Young School of Policy Studies
Georgia State University

PREAMBLE: The governing body of the Department consists of all individuals with voting privileges. Unless otherwise stipulated, individuals with voting privileges include all tenured, tenure-track, and non-tenure track faculty with primary or joint appointments in the Department of Criminal Justice & Criminology (Department hereafter). The governing body acts on all matters of Department policy regarding academic programs and procedures as stipulated in the Statutes of Georgia State University, Article X, Section 5: “The faculty of the department, subject to the direction of the faculty of their college or school, shall be responsible for the program of studies offered by the department and shall have power to determine matters of internal administration within the department so long as they do not adversely affect relations with other departments.”

These bylaws constitute the rules for the governance of the Department in the Andrew Young School of Policy Studies (College hereafter) at Georgia State University. Should any items in the bylaws conflict with College or GSU policies, the policies of the larger unit supersede the department bylaws.

ARTICLE I
PERSONNEL

Section 1. In these bylaws, the words “faculty” shall mean those full-time, tenured, tenure-track, or non-tenure track faculty, who hold a primary appointment (budgeted position) or a joint appointment in the Department of Criminal Justice [herein referred to as the Department]. The term “temporary faculty” refers to individuals holding visiting or part-time instructor appointments in the Department. The term “emeritus faculty” shall refer to all post-retirement tenure track and non-tenure track faculty who are approved as such by the faculty, university, and Board of Regents. “Graduate Assistants” are graduate students appointed to terminal research or teaching positions. “Staff members” include all administrative support personnel (office staff and research staff) with budgeted appointments in the Department.

Section 2. Faculty shall have the right to attend and vote in general Departmental faculty meetings and committee meetings on which they serve as members. All other types of Departmental personnel (emeritus, temporary faculty, graduate assistants, and staff) shall be entitled to be present at faculty meetings and shall have the right to be heard, but shall not have voting privileges. Only departmental faculty shall be present and vote during an executive session of a departmental faculty meeting.
ARTICLE II
ADMINISTRATIVE APPOINTMENTS

Section 1. Department Chair

A. The position and duties of a Department Chair are defined in the Statutes of Georgia State University, Article X, Section 2.

http://www2.gsu.edu/~wwwsen/statutes/attart10.html

B. In addition to the duties specified in Section 1.A., the Chair shall:

1. Communicate regularly with the faculty about pertinent information from other administrators and matters of concern to the faculty.

2. Annually evaluate each member of the faculty who holds a budgeted position or a joint appointment, as provided in the Policies of the Board of Regents, Section 803.07, furnishing a copy of the evaluation to the faculty member reviewed and the Dean of the college by the end of the Spring semester following the calendar year of the annual review.

3. Prepare an Annual Report documenting the previous calendar year’s research, teaching, and service accomplishments of Departmental personnel, posting a copy of the Report on the Departmental website by the end of the spring semester following the calendar year of review.

4. Appoint a tenured faculty member to serve as temporary deputy designee on those occasions when the Chair is not available.

5. Maintain a record of the members of each standing committee to include the sequence of elections and the respective terms of those elected.

6. Oversee the nomination and election process for all Departmental standing committees, as well as college and university level service assignments.

7. Hire, review, and apportion duties to the office staff, emeritus and non-tenure-track faculty, and hire graduate assistants who are funded from the Department’s budget.

8. After consulting with the Scheduling Committee, make final decisions regarding graduate and undergraduate course scheduling.

9. Appoint an Associate Undergraduate Program Coordinator filled by a non-tenure track faculty member hired by the department.

10. In conjunction with the undergraduate coordinator, define and monitor the activities of the Associate Undergraduate Program Coordinator.

C. As required by the Statutes of Georgia State University, Article X, Section 3, the Chair shall undergo a review every three years. The review shall be forwarded to the Dean of the college and made available to the Provost. The Department is committed to a revolving Chair structure. It is the expectation of the Department that the Chair shall hold office for no more than three terms or nine consecutive years (whichever is greater).
Section 2. Undergraduate Coordinator

A. Appointment and terms:
   1. The Department Chair shall solicit from the faculty nominations (self
      nominations are acceptable) for the position of Undergraduate
      Coordinator. The chair shall get feedback from the faculty on the willing
      nominees, then will appoint a faculty member to serve as the
      Undergraduate Coordinator. This process may be completed electronically
      and shall be completed no later than two weeks prior to the standing
      committee elections, which are held during the final general faculty
      meeting of the spring semester.
   2. No single term of service for the Undergraduate Coordinator shall exceed
      three years; however, a faculty member may be re-appointed to serve a
      second consecutive term.

B. Duties of the Undergraduate Coordinator:
   1. Chair the Undergraduate Committee and report its activities at
      Departmental meetings.
   2. Serve as a member of the Scheduling Committee and make
      recommendations for scheduling of undergraduate courses.
   3. Oversee the maintenance of a file of undergraduate course syllabi.
   4. Coordinate all petitions, waiver, transfer, and other Departmental
      undergraduate curriculum matters with the College Office of Academic
      Assistance.
   5. Oversee the record keeping and tracking of Departmental majors and
      minors, including descriptive statistics, recruitment, retention, and
      placement trends.
   6. Oversee the creation and presentation of a report at the last Departmental
      meeting every fall semester, identifying the unit’s most meritorious
      undergraduate majors.
   7. Oversee the development of a strategic plan for the undergraduate program
      and monitor and report on progress toward goals stated in the strategic
      plan.
   8. Coordinate the evaluation of the undergraduate program, based on annual
      assessments, to identify its strengths and weaknesses, make
      recommendations for improvement when necessary, and report the
      findings of this evaluation to the faculty, the University’s Center for
      Teaching and Learning, and other requisite entities.
   9. Oversee the activities of the Associate Undergraduate Program
      Coordinator.
   10. Oversee the nomination of undergraduate representatives to any college or
      university committees requiring such membership.
   11. Oversee the evaluation of the teaching effectiveness of non-tenure track,
      graduate student, or part-time instructors.
12. Oversee training in research ethics for those undergraduate students who are participating in research projects. Document and report the efforts to the College Office of Academic Assistance.

Section 3. Graduate Coordinator

A. Appointment and terms:
   1. The Department Chair shall solicit from the faculty nominations (self nominations are acceptable) for the position of Graduate Coordinator. The chair shall get feedback from the faculty on the willing nominees, then will appoint a faculty member to serve as the Graduate Coordinator. This process may be completed electronically and shall be completed no later than two weeks prior to the standing committee elections, which are held during the final general faculty meeting of the spring semester.
   2. No single term of service for the Graduate Coordinator shall exceed three years; however, a faculty member may be re-appointed to serve a second consecutive term.

B. Duties of the Graduate Coordinator:
   1. Chair the Graduate Committee and report its activities at Departmental meetings.
   2. Serve as a member of the Scheduling Committee and make recommendations for scheduling of graduate courses.
   3. Oversee the maintenance of a file of graduate course syllabi.
   4. Advise students enrolled in graduate courses.
   5. Oversee the record keeping and tracking of graduate students, including descriptive statistics, recruitment, retention, and placement trends.
   6. Solicit faculty feedback on graduate student performance that may be then incorporated into decisions about the future appointment of graduate students to assistantship positions. Present a report at a Departmental meeting every spring semester, identifying the unit’s most meritorious graduate students. The resulting dialogue shall be used to shape the nomination of students for awards, scholarships, and future assistantship assignments.
   7. Oversee the development of a strategic plan for the graduate program and monitor and report on progress towards goals stated in that strategic plan.
   8. Coordinate the evaluation of the graduate program, based on annual assessments, to identify its strengths and weaknesses, make recommendations for improvement when necessary, and report the findings of this evaluation to the faculty, the University’s Center for Teaching and Learning, and other requisite entities.
   9. Oversee the application, and admissions process for graduate students, including reporting to the faculty and making recommendations to the Chair for graduate research assistant funding.
   10. Oversee and coordinate all official examinations required of graduate students and report the results to the faculty.
11. Maintain a record of Criminal Justice faculty members who hold graduate faculty status and recommend to the Chair, Departmental faculty for graduate faculty status.

12. Oversee the nomination and presentation of Departmental scholarships and awards for graduate students.

13. Oversee the nomination of graduate representatives to any college or university committees requiring such membership.

14. Through coordination with the Graduate Committee, develop, maintain, and implement a recruitment plan for graduate students.

15. Coordinate all petition, waiver, transfer, and other Departmental graduate curriculum matters with the College Office of Academic Assistance.

16. Oversee graduate student training in research ethics. Document and report the efforts to the College Office of Academic Assistance.

17. Oversee the evaluation of teaching effectiveness for all graduate teaching assistants.

18. Solicit faculty requests for assistantships and report to the faculty annually the corresponding assignments and funding sources.

Section 4. Journal Editor

A. Appointment and terms:

1. The Department Chair shall solicit from the faculty nominations (self nominations are acceptable) for the position of Editor of the Criminal Justice Review and International Criminal Justice Review. The chair shall get feedback from the faculty on the willing nominees, then will appoint a faculty member to serve as the Editor. This process may be completed electronically.

2. A term of service for the Editor shall be three years and a faculty member may be re-appointed at the Chair’s discretion in consultation with publishing company per the terms of the journal lease agreement. It is the expectation of the Department that the Journal Editor shall hold this position for no more than three terms or nine consecutive years (whichever is greater).

B. Duties of the Journal Editor

1. In consultation with the Chair, renegotiate the terms of the lease agreement with the publishing company when the contact comes due.

2. In conjunction with the Graduate Coordinator, hire journal staff.

3. Supervise journal staff.

4. Carry out all duties of Editor as specified in the lease agreement.

5. Provide to the Chair an annual report of the journal activities for inclusion in the Department annual report.

Section 5. Internship Coordinator

A. Appointment and terms:
1. The Department Chair shall solicit from the faculty nominations (self-nominations are acceptable) for the position of Internship Coordinator. The chair shall get feedback from the faculty on the willing nominees, then will appoint a faculty member to serve as the Internship Coordinator. This process may be completed electronically and shall be completed no later than two weeks prior to the standing committee elections, which are held during the final general faculty meeting of the spring semester.

2. A term of service for the Internship Coordinator shall be three years; however, a faculty member may be re-appointed to serve a second consecutive term.

B. Duties of the Internship Coordinator

1. Oversee the internship program and report on programatic changes and activities at Departmental meetings.

2. Collaborate with the Undergraduate Committee Chair and the CTW Coordinator and make recommendations for the development and/or modification of the Criminal Justice Internship Seminar and the Field Placement in Criminal Justice courses.

3. Maintain a current listing of acceptable internship agency partners including criminal justice agencies and non-profit organizations that interface with the criminal justice system.

4. Respond to student and agency inquiries in person, by phone, and via email to provide information about the internship program and requirements.

5. Interface with potential internship placement agencies to generate additional placement locations and discuss CJ program requirements.

6. Provide career counseling and internship placement advice to undergraduate students and assist them with locating appropriate placements.

7. Serve as a liason between student interns and internship agency coordinators to resolve problems or address issues related to internship placements.

8. Oversee the record keeping and tracking of Criminal Justice interns including information on types of agency placements and, where available, job placement trends.

9. Provide agency contact information to criminal justice graduate students who are interested in obtaining internships with approved agencies.

10. Update the online student internship application and handbook as needed.

11. Oversee arrangements for the undergraduate Senior Reception to be held at the end of each semester.

12. Present a report at a Departmental meeting every spring semester identifying the number of students placed annually, the types of placement agencies that partnered with the Department, and a summary evaluation of students’ evaulative assessment of the internship agencies and the agencies’ evaulative assessment of the student interns. The
information shall be used to inform discussions related to the need for programmatic changes. The report shall identify the Internship Program’s strengths and weaknesses and make recommendations for improvement when necessary.

ARTICLE III
MEETINGS

Section 1. Departmental meetings shall take place as specified in the Statutes of Georgia State University, Article X, Section 5. There shall be at least one regularly scheduled departmental meeting during each fall and spring semester, whose meeting dates are announced to the faculty at the start of the fall semester. Additional meetings may be called by the Department Chair or at the request of at least 25% of the faculty.

A. The Chair shall schedule all Department meetings and, where possible, announce said meetings five business days in advance.

B. The Chair shall prepare and distribute at least three (3) business days in advance an agenda for all Department meetings and any committee reports to be presented as motions to be considered by the faculty. Any faculty member who would like to have an item included on the agenda may do so by forwarding it to the Chair. Where practical, corresponding documentation will be distributed to the faculty in advance.

C. The Department Chair, or in his/her absence, a temporary deputy designee, shall be the presiding officer over all Department meetings.

D. A majority of the faculty shall constitute a quorum.

E. Meetings shall be conducted according to the most recent edition of Roberts Rules of Order.

F. The Department Chair shall arrange to have minutes maintained for all Departmental meetings. Minutes shall be distributed and approved by faculty within a reasonable time frame.

Section 2. Whenever there is a vacancy or anticipated vacancy in the Department Chair’s position, the faculty shall meet with the Dean to determine if an external or internal search is warranted. If an internal search is chosen, nominations shall be solicited and a faculty meeting will be held. Candidates shall be given time to describe their qualifications and vision for the Department. The most senior member of the By-Laws Committee, who is not included on the ballot, shall preside over the meeting. The faculty shall then forward to the Dean their feedback and recommendations (in either identified or de-identified form) on the suitability of each nominee. If an external search is chosen, it should follow procedure outlined under Article V, Section 1.

ARTICLE IV
STANDING COMMITTEES
Section 1. Committee Composition

A. Membership to the standing committees of the Department shall be determined through an annual election to take place during a regularly scheduled faculty meeting of the spring semester. The elections shall proceed as follows:

1. The Department Chair solicits nominations for all standing and other committees via email at least one week in advance of the scheduled meeting.
2. Faculty members submit peer or self-nominations.
3. With the exception of the Scheduling Committee, the Department Chair has the option of filling, by way of appointment, one seat on each standing committee.
4. A paper ballot shall be created and distributed via email at least three (3) business days prior to the meeting.
5. Faculty members in attendance shall cast votes in secret. Faculty that are not able to attend this meeting because of professional conflicts, may cast their vote in absentee, by providing their ballots to the Department Chair prior the start of the meeting.
6. The Department Chair or his/her designee shall count the votes and report the results of the elections.

B. Terms of membership shall commence at the end of each spring semester. For standing committees, the term of service shall run two academic years. The term of service for other and ad-hoc committees shall be one year unless otherwise specified.

C. Seats on college and university level committees shall be filled annually through the same process outlined in Section A above.

D. In the case of vacancies, the process in Article IV, Section 1A above shall be repeated during the first available faculty meeting, with the newly elected individual(s) serving out the remainder of the vacant term.

Section 2. Guidelines for Operation

A. The regular operations of the Department shall follow a committee review process whereby matters of substance shall be submitted for committee study, recommendation, and/or action. The committee shall report its business and propose changes in the way of motions at Departmental meetings. The faculty, by a two-thirds (2/3) majority, may vote to suspend committee review of a specific matter and act as a committee of the whole. Unless otherwise specified, all Departmental committees shall adhere to the following general guidelines:

1. Elect a committee Chair who shall preside over the meetings.
2. Meet at least once each fall and spring semester.
3. Schedule meetings in consultation with the members.
4. Conduct meetings according to the most recent version of Roberts Rules of Order.
5. Have a majority of voting members constitute a quorum.
6. Act upon any item of business that falls under its jurisdiction as directed by the faculty or the Department Chair.

7. Submit as written or verbal motions to the faculty jurisdictional changes in Departmental policies or procedures.

8. File an annual report with the Department Chair during the spring semester.

9. Report its activities at Departmental meetings and solicit feedback from faculty.

Section 3. By-Laws Committee

A. Membership

The By-Laws Committee is a standing committee consisting of three faculty members.

B. Duties and Functions

1. Consider requests for proposed amendments to the By-Laws necessitated by changes to the Statutes of Georgia State University or submitted by the faculty or Department Chair.

2. Draft amendments to be submitted as motions at departmental meetings.

3. Advise members of the Department on questions of interpretation of the By-Laws.

4. Review the By-Laws at least once annually and report to the faculty any draft recommended changes that are deemed necessary. A full review of the By-Laws shall be conducted by the faculty in the year prior to each Departmental self-study that is commissioned as part of the University’s Academic Program Review process, with proposed changes subject to a three-fourths vote. Additional reviews shall take place as called for by a majority of the faculty.

Section 4. Scheduling Committee

A. Membership

The Scheduling Committee is a standing committee consisting of three faculty members. The Graduate and Undergraduate Coordinators shall serve as members. The third member shall be elected by the faculty and serve a two-year term. Regular meetings of the Scheduling Committee shall occur in response to requests for course scheduling materials delivered to the Department from the College. Special meetings may be called at the discretion of the committee or Department Chair.

B. Duties and Functions

1. Annually solicit teaching requests from faculty.

2. Maintain a list of approved part-time instructors and annually solicit names of qualified candidates from the faculty.
3. Assist the Department Chair in the recruitment of qualified part-time instructors.

4. Assist the Department Chair in evaluating annually the qualifications of part-time instructors.

5. Draft fall, spring, and summer semester course schedule materials in compliance with college mandated deadlines, existing workload policies, and Departmental needs and submit these materials to the Department Chair for revision and approval.

6. Circulate for input all Department Chair approved course schedules to persons assigned teaching responsibilities.

7. Coordinate scheduling changes as deemed necessary by the Department Chair.

8. Maintain a database of course scheduling materials, including but not limited to credit hour production, workload assignments, and course offerings.

Section 5. Graduate Committee

A. Membership

The Graduate Committee shall consist of three faculty members who hold graduate faculty status. In addition, the Graduate Coordinator shall serve as committee chair. Regular meetings of the Graduate Committee shall occur in response to requests from the committee members or Department Chair.

B. Duties and Functions

1. Receive and review proposals for addition, deletion or substantive modification of courses and curricula in the graduate program and make recommendations to the faculty.

2. Oversee graduate curricula and program development.

3. Review graduate program issues and recommend to the faculty academic policies for graduate education.

4. Assist the Graduate Coordinator in developing and reviewing graduate recruitment and promotional strategies once a year.

5. Review graduate applications and make recommendations for admission and funding decisions to the faculty for the next fall and spring semester.

6. Review graduate students’ petitions for reinstatement in the program and make recommendations to the Department Chair.

7. Conduct an annual assessment of the graduate program and curriculum.

Section 6. Undergraduate Committee

A. Membership
The Undergraduate Committee shall consist of three (3) faculty members, one of which shall be the Associate Undergraduate Program Coordinator. In addition, the Undergraduate Coordinator shall serve as committee chair. Regular meetings of the Undergraduate Committee shall occur in response to requests from the Department Chair or the committee Chair.

B. Duties and Functions

1. Receive and review proposals for addition, deletion or substantive modification of courses and curricula in the undergraduate program and make recommendations to the faculty.
2. Oversee undergraduate curricula and program development.
3. Review undergraduate program issues and recommend to the faculty academic policies for undergraduate education.
4. Conduct an annual assessment of the undergraduate program and curriculum.
5. Evaluate part-time faculty on a routine basis, as determined by department needs.

ARTICLE V
OTHER COMMITTEES

Section 1. Search Committees for Full Time Tenure-Track Faculty

A. Membership

A search committee comprised of the college designated number of persons shall be constituted annually as part of the Article IV, Section 1 above. At which time the Department Chair has been given approval by the Dean to fill a full time faculty position, he/she will forward these names along with a recommendation for a Committee Chair to the Dean for his/her consideration.

B. Duties and Functions

1. Once approved and activated by the Dean, the Search Committee Chair will be responsible for filing all requisite forms, managing the search plan, chairing all committee activities, and reporting committee activities to the faculty. He/she will get approval from the Department Chair for the search budget including advertisement and interviewing expenses prior to commencing with the search.
2. All recruitment processes will comport with University Equal Employment Opportunity and Affirmative Action guidelines.
3. The committee will present a copy of the position announcement to be used for advertising and its distribution outlets to the faculty. This announcement and its distribution must be approved by a majority vote.
4. The committee, following review of the applicants’ files, will present to the faculty a suggested rank ordered short list (usually no more than 10)
of candidates. At this time, all faculty members will be strongly encouraged to review the applicants’ files. After the faculty members have been given a reasonable time to review these files, a Departmental meeting will be called for the main purpose of discussing and ranking the applicants. Faculty members may present for a faculty vote additional candidates from the pool of applicants for inclusion at the bottom of the suggested short list. After a discussion of the candidates under consideration, each faculty member will rank-order the names on the list and the Chair of the Search Committee will total the composite scores to yield a final short list. The faculty will also make a recommendation for the number of finalists to be brought on campus for interviews. The Department Chair will forward these recommendations to the Dean and the Office of Opportunity Development and Diversity Education Planning (OD/DEP) for approval.

5. Once finalists have been selected for interview and approved, the Chair of the Search Committee will verify that each interview finalist is still available and interested in the position. If one or more finalists are no longer interested in the position, the Search Committee shall move to the next name on the ranked list and the Dean and OD/DEP approval process shall be repeated.

6. The Chair of the Search Committee will post a timetable for the interview schedule. All faculty members will be provided with the opportunity to meet the finalists.

7. After all finalists have completed the interview process, the Department will meet to discuss the acceptability or non-acceptability of each of the finalists. A vote will be called on the acceptability of each finalist interviewed and any finalist not receiving a majority vote shall be removed from consideration. If no finalists are found acceptable, the Department faculty will make a recommendation to the Dean on whether to continue, postpone, or discontinue the search.

8. The faculty will discuss the merits of the acceptable finalists and hold a vote to rank order the acceptable finalists. The Department Chair will forward this ranking to the Dean and OD/DEP along with a detailed rationale.

C. Full-Time Non-Tenure Track Positions

Where practical, the processes specified in Article V, Section 1 A&B shall be followed when seeking to fill a Non-Tenure Track position.

Section 2. Promotion and Tenure Committee

A. Membership

Departmental Promotion and Tenure Committees shall consist of the faculty as a whole. The Department Chair and any member of the College Promotion and Tenure Committee are ineligible to serve. All other faculty
members who are tenured in the Department and hold an equivalent or higher rank than which the candidate(s) is seeking will serve unless a conflict of interest is identified.

B. Duties and Functions

1. Exercise its obligations as detailed in applicable College, University, and University-system promotion and tenure guidelines.
2. Review annually the duties, functions, and procedures of the Department Promotion and Tenure Committee.

Section 3. Pre-Tenure and Post-Tenure Review Committees

A. Membership

The Pre-Tenure and Post-Tenure Review Committees shall consist of three (3) tenured faculty members who hold the equivalent or higher academic rank as the candidate and are elected by the committee eligible faculty (excluding the candidate(s) as needed).

B. Duties and Functions

The committee shall receive and review materials for pre-tenure and post-tenure review and make recommendations to the Department Chair as outlined in the Department, College, and University Promotion and Tenure Manual.

Section 4. Ad Hoc Departmental Committees

A. Identification of need for ad hoc Departmental committees

1. The need for a non-standing Departmental committee may be identified by the Department Chair or any faculty member.
2. When the need for an ad hoc committee is identified by the Department Chair, he/she will work together with the faculty to determine the goal(s), objective(s), and timetable for the ad-hoc committee.
3. When the need for an ad hoc committee is identified by a faculty member(s), the faculty member(s) shall present an understanding of the need to the faculty at a scheduled Department meeting and make a motion regarding the goal(s), objective(s), and timetable for the ad-hoc committee. If the motion is seconded and receives a majority of faculty votes, the motion will go to the Department Chair for action.

B. Committee structure

1. After the need for an ad hoc committee has been supported by faculty vote, the Department Chair shall call for faculty volunteers to serve on the committee.
2. All persons who volunteer to work on an ad hoc committee shall be members of that committee.
3. If less than three persons volunteer for an ad hoc committee, the Department Chair shall assign faculty members to the committee such that there is a minimum of three persons on any committee.

4. The ad hoc committee shall operate in accordance with Article IV, Section 2 above.

ARTICLE VI
ADOPTION AND AMENDMENTS TO THE BYLAWS

Section 1. These bylaws shall become effective upon approval of a three-quarters vote of the Department faculty and approval by the College Dean.

Section 2. These bylaws may be amended at any Department meeting by a two-thirds vote, provided that written notice of the proposed changes is given to faculty at least ten business days in advance of the meeting. The College Dean must approve all changes.