

## ***INSTRUMENT OF GOVERNANCE***

### ***Department of Peace and Conflict Studies, UNCG***

The Department of Peace and Conflict Studies follows all UNCG policies related to faculty governance, personnel, curriculum, promotion and tenure, and academic professional track positions.

#### **Definition of Faculty**

The faculty of the program is composed of all full-time tenured, tenure-track, academic professional, term appointment, and adjunct members of the faculty.

#### **Principles of Governance**

Governance within the Department of Peace and Conflict Studies, as approved by the faculty, is guided by several principles:

1. Administration should reflect the core values of the profession.
2. Governance should be a cooperative exercise among faculty, students, and administrators, with the central focus on teaching and learning as well as scholarship and service.
3. Governance should respect the ideal of academic freedom among faculty. As indicated in the *Faculty Handbook*, all faculty have the right to academic freedom in teaching and research.
4. Faculty shares responsibility for the ongoing administration of the program through active participation in the decision-making processes of the standing committees.
5. The faculty recommends a candidate for Department Chair to the Dean.

#### ***Role of the Department Chair***

The principal responsibility of the Chair is to provide active leadership in facilitating the work of the faculty on curriculum and program development, nurture the development of a rich learning environment and educational program, supervise office staff, and support faculty progression toward promotion and tenure. The term for the Chair is 4 years with one possible renewal.

Specific duties of the Department Chair include:

1. Provide leadership that supports the maintenance of a quality instructional program within the Department.
2. Oversee ongoing program assessment and continuous program improvement.
3. Collaborate on a regular basis in the maintenance and improvement of the Department with the faculty as a whole.
4. Work to meet the academic needs of our students, including responding to student concerns regarding academic issues.
5. Manage the Department's budget and prepare the annual budget proposal.

6. Advocate for Department needs and concerns with the Dean, Provost, and Chancellor.
7. Make hiring recommendations for new full-time faculty to the Dean, based on the recommendation of the faculty.
8. Make hiring recommendation for part-time faculty to the Dean.
9. Hire and supervise administrative staff and work to improve the quality of their work environment.
10. Support faculty research programs.
11. The Department head is the coordinator of the graduate program.
12. Support continuing education for faculty and staff.
13. Confer with each faculty member about his/her annual work plan and annual report and provide all faculty members with a written assessment of their performance using the evaluation provided by the review committee.
14. Negotiate with the Dean around annual raises for faculty and staff.
15. Advise faculty, where appropriate, on their progress around reappointment, tenure, promotion and/or post-tenure review.
16. Provide the university with reports concerning the Department as required by the Dean, Provost, or Chancellor. Faculty collaboration with such reports may be used as appropriate.

### ***Role of faculty***

Through shared governance the faculty has the responsibility to develop all policies pertaining to academics and faculty welfare, as well as the development of the educational program of the University. It should be noted that the development and implementation of curriculum is solely the responsibility of the faculty.

### ***Faculty Meetings***

The Department faculty will meet as a full body at least monthly during the academic year with a start-up meeting in August through a final meeting in May. Special meetings shall be held at the request of the Chair or on petition of one-third of the members of the full-time faculty.

The Chair has the responsibility for preparing the agenda. Any member of the faculty may request inclusion of an agenda item by submitting it to the Chair.

### **Department Committees**

#### 1. *Curriculum Committee*

The faculty works collectively to develop the curriculum. Revisions require faculty discussion and majority vote.

2. *International Committee*

This committee oversees the Department's engagement with short and long-term study abroad offerings.

3. *Undergraduate Committee*

This committee has responsibility for the development of the undergraduate offerings.

4. *Faculty Affairs*

The membership of this committee includes the tenure-track and tenured faculty. This committee participates in search activities and makes recommendations to the Chair concerning appointments, promotions, and tenure subject to the *Peace and Conflict Studies and UNCG Guidelines*.

***Voting rights of faculty***

All full-time faculty (tenured, tenure-track, academic professional, or full-time term appointment) are extended voting rights on matters of curriculum, appointment of new full-time faculty, and other department matters. Only tenured faculty may vote on tenure and promotion of tenure track and tenured faculty.

A quorum on matters requiring voting will be one-half of the total number of full-time faculty members. Motions shall pass by a simple majority of those present unless otherwise specified.

Proxy votes will be allowed on any item on the agenda. Proxy statements must be signed by the faculty member, sealed, and delivered to the Chair prior to the meeting in question. In emergency cases, email may be used to submit a vote.

***Role of staff***

Department staff are welcome to attend faculty meetings and other department meetings, as invited by the chair of those committees. They are non-voting members, but the faculty appreciates any insights, information or help they may offer.

***Role of students***

Students bear the responsibility for committing themselves to learning to be effective peace and conflict workers. That may include participation on committees, when invited by the faculty.

**Employment**

Faculty are subject to the procedures for employment, retention, promotion, and tenure as established by the University with approval of the UNC Board of Governors. The Department follows the University Policy on Discriminatory Conduct and the University affirmative action plan and abides by all state and federal legislation related to employment.

The Department recruitment process begins with the appointment of a search committee. Based on discussion of the full-time faculty, the Chair recommends faculty members to serve on the search committee to the Dean. This committee drafts a position description, based on programmatic needs as identified by the faculty.

Before a search can be formally instituted, the recruitment plan must be approved by the Dean and the University Affirmative Action Officer. The Chair initiates this process and notifies the Search Committee when the search can proceed. The recruitment plan also states the locations where we intend to publish our position announcements.

The leading candidates who apply are interviewed in person, not only by the search committee and faculty, but also by the Chair, the Dean of the School, and senior University officers. The voting faculty then choose the candidate(s) to recommend being hired. Faculty Affairs will vote on whether or not to bring a tenure track faculty member in with tenure at the Associate or Full levels. The Chair forwards his or her recommendation along with that of the faculty to the Dean, and the Dean recommends the candidate(s) to the Provost. Upon approval at this level, the Chancellor approves the appointment and forwards it to the UNCG Board of Trustees. Unsuccessful candidates are informed by the chair of the Search Committee.

Each faculty member will present a work plan at the beginning of the academic year. This will be presented to a senior faculty member and the department head. At the end of the academic year, their work will be reviewed by their appointed review committee, which will provide a written report. This report will be forwarded to the department head who will provide a written report of the faculty member's performance.

### **Tenure and Promotion**

Faculty members appointed at the assistant professor level are given six years to achieve tenure, unless they are not reappointed at the date specified in their contract. All UNCG tenured and tenure-track faculty are expected to be effective teachers; participate in Department, School, University, professional, and community service; and engage in scholarship that contributes to the knowledge base of the profession.

For untenured faculty on the tenure track, if there are fewer than three tenured faculty in the department, a Review Committee with three members will be appointed by the Dean by the end of the faculty member's first year after conferring with the Department Chair and the faculty member. This committee will be chaired by a tenured faculty member in the department. Additional tenured faculty will be appointed as members from closely aligned fields. This committee will provide annual written reviews, and make recommendations on merit increase (where appropriate) and progress toward reappointment, promotion, and tenure. This committee will follow the faculty member through the promotion and tenure process. If any member is not longer able to serve, the chair will recommend a replacement to the Dean after conferring with the faculty member.

A faculty member who wishes to initiate the process for reappointment, promotion, and/or tenure must submit documentation to her/his Review Committee. After reviewing the materials for tenure and/or promotion, and then meeting with the faculty member to discuss and evaluate the materials, the Review Committee then votes. A majority of votes is required for a successful outcome. The Committee's recommendation is passed on to the department head. The promotion and tenure material, including the Department Chair's recommendation, is then sent to the Promotion and Tenure Committee of the School, which reviews the documentation and makes a recommendation to the Dean.

The dean provides a written recommendation. All of these materials are then forwarded to the Provost for review. In the case of a split vote (disagreement among or between the department committee, department chair, and/or dean), the material is automatically reviewed by the University Promotion and Tenure Committee. The Provost may also choose to have other cases reviewed by the University Committee. Finally, the Chancellor reviews the recommendations from the Provost, the University Promotion and Tenure Committee, if applicable, and the Dean, and then makes a recommendation to the Board of Trustees. The Board of Trustees makes its recommendation to the Promotion and Tenure Committee of the Board of Governors, where the final decision is made.

Persons employed in non-tenure track positions (Academic Professional or other term appointments) are so informed at the time of employment and offered specific term contracts. These contracts may or may not be renewed based on faculty and chair evaluation of performance and department need. The department follows the UNCG appointment, reappointment, and promotion criteria and procedures for Academic Professional faculty members.

All faculty members receive copies of the appropriate Department, School, and University regulations regarding retention, promotion and tenure, and grievance when they are hired and at the time of application for promotion and/or tenure and upon the filing of a grievance.

*Revision approved August 2012*