**School of Public Affairs**

**Bylaws**

**College of Public Service and Community Solutions
Arizona State University**

Approved by the faculty assembly April 6, 2016

Approved by the dean on June 7, 2016

# School of Public Affairs

# BYLAWS

**Preamble**

This document contains a set of rules and procedures that will be used by the School of Public Affairs for governance. It supersedes any previous documents addressing that purpose. These bylaws will apply until amended in accordance with the procedures defined in this document.

The intent of this document is to further define the university and school guidelines relating to governance of the academic unit. It is the intent of the department to adhere to Arizona State University policies as outlined in the **Academic Policies and Procedures (ACD) Manual**, the university and college constitutions and bylaws, and Arizona Board of Regents policies.

# Article – I Membership

# School of Public Affairs (SPA). SPA includes, but is not limited to, the courses, certificates, and other activities that constitute the B.A. in Public Service and Public Policy (PSPP), B.S. in Urban and Metropolitan Studies, Master of Public Administration (MPA), Master of Public Policy (MPP), Executive Master of Public Administration, and the Doctor of Philosophy in Public Administration and Policy (Ph.D.).

# Director. The chief executive officer of SPA is the Director of the School of Public Affairs, hereafter referred to as the Director. The Director is appointed by the Provost on the recommendation of the College Dean and with the advice of the faculty. The Director reports to the Dean of the College of Public Service and Community Solutions.

# The Assembly. The Assembly of the School of Public Affairs shall include all individuals in the School holding faculty notices of appointment, continuing-track academic professionals, and directors of programs. Faculty Associates, Faculty Affiliates, Professors of Practice, and Emeriti faculty are members of the Assembly but do not have voting rights nor do they count towards a quorum.

# Faculty. The Faculty is defined as individuals who have tenure track positions. Faculty with at least a 50% appointment in SPA have full voting rights and count towards a quorum.

# Academic Professionals with Continuing Appointments. Academic Professionals with continuing appointments are non-tenure track faculty appointments (e.g. Research Faculty / Clinical Faculty). They qualify for continuing track appointment and promotion but are not members of the Faculty. These individuals do not have voting rights nor do they count towards a quorum.

# Faculty Associates. The Faculty Associates shall include those individuals who have academic appointments but are not members of the Faculty and are teaching a regularly scheduled course as part of the School's academic offerings. Faculty Associates have the same role in the governance of the School as those in the Assembly. These individuals do not have voting rights nor do they count towards a quorum.

# Professors of Practice. Professors of Practice are non-tenure track appointments who have the same role in the governance of the School as those in the Assembly. These individuals do not have voting rights and do not count towards a quorum.

# Faculty Affiliates. Faculty Affiliates hold primary appointments either in other academic units or within the broader community, and are designated as Affiliates because of mutual benefit. These individuals do not have voting rights and do not count towards a quorum.

# Courtesy and Visiting Appointments. Those extended courtesy or visiting appointments by the School of Public Affairs have the same role in the governance of the School as those in the Assembly. These individuals do not vote nor count towards a quorum.

# Faculty with College Appointments. College level hires with tenure appointments in SPA share the same rights as Faculty. Faculty with College Appointments who have at least a 50% tenure appointment in SPA shall have full voting rights and count toward a quorum.

# Instructors / Lecturers / Other Titles. These individuals have the same role in the governance of the School as those in the Assembly. These individuals do not vote nor count towards a quorum.

# Article – II Organization

1. Director.
2. General description. The chief executive officer of SPA is the Director of the School of Public Affairs, hereafter referred to as the Director. The Director reports to the Dean of the College of Public Service and Community Solutions.
3. Terms of Appointment, Appointment Process. The Director must be a tenured member of the SPA faculty. The Director shall be selected and appointed as specified in the University Academic Affairs Policies and Procedures Manual. The initial term of the Director is four (4) years. The Director may be recommended for reappointment by the Dean and with the advice of the Faculty for additional terms, each of which shall not exceed two (2) years. Total term of consecutive service shall not exceed eight (8) years.

Reappointment: Before considering reappointment of the Director, an open meeting of the Assembly will occur in which the Director and the Assembly will discuss future expectations regarding School and Director activities.

Selection / Retention: Selection of a new Director or retention of the incumbent shall be decided during the Fall semester of the incumbent's final year of appointment. In the event of the resignation or removal of the incumbent Director, selection of a new Director shall proceed with all deliberate speed. Normal term of appointment of the Director shall commence July 1 of the year following appointment.

1. Duties of the Director. General responsibilities of the Director are outlined in the University Academic Affairs Policies and Procedures Manual. The Director has general executive responsibility for all aspects of the School's enterprise and is accountable on all matters to the Faculty, to the Dean of the College, and to the Central Administration of the University, and in many cases also to students and staff.
2. Evaluation of the Director.

 The performance of the Director shall be reviewed annually. Individual Assembly members may provide evaluations directly to the Dean on evaluation forms distributed by the Dean. Additionally, a majority of the Assembly may request a meeting of the School Assembly to prepare a group evaluation. Such a meeting shall be chaired by the Chair of the Personnel Committee.

1. In the third year of the term, SPA’s Personnel Committee will assess the Director’s overall performance based on faculty input and other sources as appropriate. The Personnel Committee will develop a recommendation for reappointment and present its recommendation to Assembly members by way of a meeting that will be headed by the Personnel Committee Chair. The Director may not be present at this meeting. The Faculty will decide by way of by majority vote whether to recommend that the Dean reappoint the Director. The Personnel Committee will write a report to the Dean summarizing the Faculty vote along with their findings with respect to the Director’s performance. The report shall be made available to the Director.
2. Removal: The Dean of the College may be petitioned by the School Faculty at any time requesting the removal of the School Director. Such action may be taken by a simple majority of the Faculty at a special meeting called for that purpose. Such a meeting shall be chaired by the Chair of the Personnel Committee, who will notify the Faculty in advance regarding the purpose of the special meeting.
3. Associate Director. The Associate Director is appointed by and reports to the Director. The Associate Director serves at the pleasure of the Director.
4. Academic Program Directors and Committees.
5. General Description. The Undergraduate, MPA/MPP, and PhD Directors of shall oversee the academic and administrative details of the undergraduate, MPA/MPP and PhD programs, respectively, and shall perform such other work as is assigned by the Director. The Director will appoint each program director for a two (2) year term, and may consult the FAC regarding the appointments. Terms may be renewable. All program directors must be tenured faculty.
6. Duties of the Director of Ph.D. Program. The Director of the Ph.D. Program is responsible for chairing the committee and serves as liaison between the School and the Office of Graduate Education; student recruitment and marketing activities; making admission recommendations to the Office of Graduate Education based on the recommendations of the Admissions Committee; making research assistant assignments and awarding scholarships; organizing the comprehensive exam process; conducting Ph.D. student progress reviews; and making recommendations to the Director of the School of Public Affairs for teaching assignments for the Ph.D. core classes and any other Ph.D. classes.

Ph.D. Committee:

1. This Committee shall consist of at least three (3) members of the regular Faculty.
2. The SPA Director, in consultation with the PhD Director, shall appoint the members who will serve a one-year term of office. Committee members may be reappointed.
3. The Committee will report on its activities annually. In addition, its files or written records shall be available to members of the Faculty.
4. Duties of the Director of the MPA/MPP Program. The Director of the MPA/MPP Program is responsible for chairing the committee and serves as liaison between the School and the Office of Graduate Education. The director is responsible for making recommendations to the Faculty for new or amended academic policies; for the implementation and enforcement of academic policies of the Office of Graduate Education and the School; for allocating scholarships and research assistantships, and for determining the committee’s policies, rules of operation, procedures, and forms.

MPA/MPP Committee:

1. This Committee shall consist of at least three (3) members of the regular Faculty. The student services coordinator is a non-voting ex-officio member.
2. The SPA Director, in consultation with the MPA/MPP Director, shall appoint the members who will serve a one-year term of office. Committee members may be reappointed.
3. The Committee will report on its activities annually. In addition, its files or written records shall be available to members of the Faculty.
4. Duties of the Director of the Undergraduate Program. The Director of the Undergraduate Program is responsible for chairing the undergraduate committee; for making recommendations of new or amended academic policies to the Assembly for its consideration and action; for the implementation and enforcement of the academic policies of the School; and for determining the committee’s policies, rules of operation, procedures, and forms.

Undergraduate Committee:

* 1. This Committee shall consist of at least three (3) members of the regular Faculty.
	2. The SPA Director, in consultation with the Undergraduate Director, shall appoint the members who will serve a one-year term of office. Committee members may be reappointed.
	3. The Committee will report on its activities annually. In addition, its files or written records shall be available to members of the Faculty.
1. Performance Evaluation. The Faculty shall have responsibility for the design and structure of academic programs. The program directors, in consultation with the Director, shall be responsible for ongoing monitoring of program performance by way of at least two (2) meetings during the academic term. Any substantive changes to programs shall be approved by the Faculty.
2. **Standing Committees**
3. Faculty Advisory Committee. See Appendix A
4. Personnel Committee. See Appendix B
5. Faculty Recruitment Committees
	* 1. Membership. Committees will consist of at least three (3) members. In addition, the Department Director will be an ex-officio member.
		2. Selection. The SPA Director will appoint the committee members and chair.
		3. Responsibilities of a Recruitment Committee.
6. Liaise with the Provost’s office regarding appropriate search procedures.
7. Develop means to obtain the most appropriate candidates.
8. Identify faculty recruitment needs.
9. Advertise for applicants.
10. Develop criteria for screening applications.
11. Recommend selected candidates to the Director.
12. Coordinate applicant interviews and evaluations by the Faculty.
13. Pursue applicants from protected classes in compliance with University and Equal Employment Opportunity/Affirmative Action policies.

# Article – III Governance

1. Faculty & Assembly Meetings
	1. Regular meetings of the Assembly shall be held a minimum of once each semester. The Director shall preside.
	2. The Director should convene the Faculty regularly during the academic year.
	3. At any time, a majority of the Faculty may request the Director to convene the Faculty. Upon receiving such a request, the Director must convene the Faculty within ten (10) days.
	4. A written agenda shall be furnished for each regularly scheduled meeting of the Faculty. Faculty members, staff, and students may request any agenda item by advising the Office of the Director.
	5. Minutes and resolutions of all meetings will be distributed and filed by the office of the Director.
	6. Rules of Order. Meetings shall be governed by the standard Parliamentary Rules of Order in all cases in which they are applicable.
	7. Quorum. A quorum shall consist of more than one-half of the number of the voting Faculty members, minus the number of those on sabbatical, leaves of absence, and full-time administrative appointments external to the School.
2. Annual Activity Report and Review.
	1. Annually the Director will review Faculty Activity Reports (FAR) which detail faculty teaching, research, and public service activities and accomplishments for that year. The FAR provides the basis for an annual performance review and, from time to time, an opportunity to discuss academic credentials for the purpose of determining when a review for promotion and/or tenure would be appropriate.
	2. In the academic semester in which FAR reports are due, the Director will write a letter to each Faculty member indicating his/her assessment of each individual’s performance. Evaluation letters will be made available to faculty no later than June 30 of each year.
3. Salary Policy.
	1. Academic salary increase funds made available by the University will be allocated by the Director.
	2. The Faculty Activity Reports and discussion with the Director will provide the primary basis for assessing the level of performance in these areas for the purpose of determining any “merit” portion of the salary allocation.

# Article – IV Rights and Responsibilities of the Faculty

1. Responsibilities of the Faculty which require consideration and action:
2. Proposals for significant changes in SPA objectives, organization or spending priorities. Examples include, but are not limited to the establishment of new degree programs, creation or dissolution of recognized positions or units within SPA, and establishment of formal relations with other organizations.
3. Curriculum, i.e., required courses, course sequences, prerequisites, degree requirements, etc.
4. Policies and procedures governing admission, advising, evaluation and retention of students.
5. Recommendation to the College Dean for appointment or removal of the School Director.
6. Faculty recruiting.
7. Recommendations for appointment or termination of Faculty members prior to the tenure decision.
8. Policies, criteria, and procedures related to evaluation of Assembly members.
9. Policies concerning appointment and management of Faculty Associates.
10. Recommendations concerning the selection of those to be extended courtesy or visiting appointments in the School of Public Affairs.
11. Adoption of By‑Laws or the amendment of existing By‑Laws, by two‑thirds of those members who hold voting privileges.
12. Voting Rights on Promotion, Tenure, and Reappointment:
	1. Only tenured Professors have the right to vote in cases of promotion to Professor.
	2. Only tenured Professors and tenured Associate Professors have the right to vote in cases of tenured and promotion to Associate Professor.
	3. Assistant Professors do not have the right to vote on cases of non-reappointment or termination of Assistant Professors.
	4. Only those faculty members entitled to vote may participate in the discussion of a candidate. Voting via phone, video conference, or telephone is permitted. Voting *in absentia* is not permitted.
	5. The votes of all those eligible shall be accounted for in the tally and reporting of the results.
	6. The Director is not present during the vote, but will receive the final tally, along with a written report of the faculty discussions. The Chair of the Personnel Committee is responsible for developing this report and providing the final tally. The Director shall take the report and vote of the faculty under advisement when presenting his/her independent recommendation on the case.
13. Voting on continuing track appointment and promotion of academic professionals
	1. Voting privileges on continuing track appointment and promotion of academic professionals extend to Faculty at the same rank or higher than the candidate under consideration.
	2. The Personnel Committee will process continuing appointment and promotion requests for continuing academic professionals, using criteria specified by the appointment.
	3. The Personnel Committee will make a recommendation to the Faculty on the promotion of the candidate. The vote of the Faculty will be transmitted to the Director in the recommendation for promotion.
14. Other Voting Rights. All tenure and tenure track faculty in SPA have voting rights on non-P&T issues[[1]](#footnote-1):
	1. Decisions at faculty meetings are by majority vote. Any method of voting may be used at the discretion of the Director.
	2. Any voting member may request secrecy in any ballot.
	3. The numerical result of the vote shall be reported to the Faculty promptly.
	4. In no circumstances can the right to vote be delegated to a committee.
	5. Reports of voting to committees and administrators outside SPA shall only include information on the number of those entitled to vote as well as the number of votes cast for and against and abstentions.
	6. Others holding appointments in SPA at the ranks of Professor, Associate Professor, Assistant Professor, Research Professor, Clinical Professor, Instructor, Professor of Practice, or Lecturer including Visiting or Research titles, who are neither tenured nor on tenure-track will be non-voting members of the Assembly but an individual may be granted voting privileges for the academic year by a majority vote of the SPA Faculty based on the case made to justify voting rights for a particular individual.
	7. Non-tenure track faculty shall not vote on faculty hiring, promotion, and tenure issues.
	8. Members on sabbatical leave must resign from all campus obligations, including committees at the School, College, and University levels, except for student supervisory and dissertation committees. Faculty on sabbatical can take part in personnel decisions. In these instances it is the Faculty member’s responsibility to notify the Director in a timely fashion of how he/she can be reached for involvement in the process.

# Article V – The By-Laws.

# Adoption

# These By‑Laws shall be adopted when they are approved by a two‑thirds vote of the Faculty, providing that a quorum is present.

# Upon adoption, these By‑Laws shall be forwarded to the Dean of the College and all Faculty members shall receive copies. In the future, it is the responsibility of the School's Director to ensure that new Faculty members receive copies.

1. Amendments

1. After their initial adoption, these By‑Laws may be amended by a two‑thirds vote of the faculty, provided that a copy of any proposed amendment has been made available to all Faculty at least one (1) week prior to the meeting and the item entered on the agenda of the Faculty or Assembly meeting.

2. It is the responsibility of the School's Director to maintain an up‑to‑date version of the By‑Laws reflecting all changes and amendments.

1. Review / Revision These By‑Laws shall be carefully reviewed in their entirety and appropriate amendments recommended to the Faculty every five (5) years.
2. The review of the By-Laws will be performed at least every five (5) years by a committee appointed by the Director and including the Director as chair. This committee will recommend any revisions to the Faculty for its action.
3. This review and amendment process shall be completed during the fifth year.

**Appendices**

**Appendix A. Faculty Advisory Committee.**

Description. Faculty Advisory Committee (FAC) is an elected body that represents the voice of the School of Public Affairs (SPA) faculty. The FAC is empowered by the Faculty Assembly to serve an advisory role to the Director of the School of Public Affairs. As a representative body for the faculty assembly, the FAC advises the Director toward addressing emerging issues, setting SPA’s agenda, and conveying faculty concerns and suggestions about improving the quality of our work objectives. Just as important, the FAC can serve as a sounding board for the Director to quickly consult about pressing issues that require feedback and assistance.

Membership. The Faculty Advisory Committee (FAC) is an elected, representative committee of the School of Public Affairs (SPA). It is composed of three (3) current (i.e. not Emeritus or retired) tenured or tenure track faculty members who are elected by plurality vote of tenure-track faculty. Among the three, at least two (2) of the members must be tenured faculty. Deans, Associate Deans, the Director, Associate Directors, and College Professors are ineligible. The Director is an ex officio member.

Election**.** The FAC members are each elected for one (1) two-year term and are ineligible to serve a consecutive term. Exception: for the initial election, the three (3) elected members will draw lots to determine the one among them who will serve a one-year term, thus insuring election of at least one new member each year. Elections should be completed each election year no later than May 1 for installment during the next academic year. The incumbent FAC continues to serve until the first official day of classes for the ensuing Fall term. In each election, all eligible members of the faculty will be given the option to remove their names from the ballot prior to voting. Top vote-getters will be elected to the FAC. The FAC Chair will be elected by the FAC members.

Duties of the Faculty Advisory Committee. The role of the FAC is to work with the faculty and the SPA Director to represent the broader faculty and advise the Director on issues of policy setting for the School of Public Affairs. The FAC will work jointly with the Director and advise in developing and initiating policy discussions and serving as a planning entity to improve the School’s efficiency of operation and strategic direction. The FAC will consult with the Director in the development of the agenda for faculty meetings. Within this context, the FAC will bring issues or concerns to the Director. Similarly, the FAC will serve as a “sounding board” for the Director to explore and develop ideas and approaches to be considered by the faculty as a whole. The FAC can serve a vital and positive function in SPA to further increase communication between the faculty and the Director, but does not replace the decision-making authority of the Faculty Assembly or Director.

The FAC is to meet with the Director at least once monthly during the semester, and whenever issues are presented to the Committee. Any given monthly meeting can be canceled if the Director and all three (3) members of the FAC vote to do so. The Committee is to present a report of its activities at faculty meetings and at other scheduled meetings when deemed necessary. Either the FAC Chair or the School Director is authorized to call a meeting of the FAC. Two (2) of the three (3) elected members must be present for a quorum (but may be involved by phone or video; they are not required to be physically present).

**Appendix B. Personnel Committee.**

Membership. The Personnel Committee will consist of three (3) tenured members of the Assembly holding regular full-time faculty notices of appointment. The Personnel Committee shall be elected by members of the Assembly holding regular full-time faculty notices of appointment. Committee members will serve overlapping two-year terms. The Committee will elect a chair.

Procedures for Promotion and Tenure. For purposes of decisions relating to promotion, only those Faculty at or above the rank of the individual being considered shall have the privilege of voting. For purposes of decisions relating to tenure, only those Faculty with tenure shall have the privilege of voting. A meeting of voting faculty shall be held to provide input to the Personnel Committee and to conduct a yay or nay vote of the faculty as to the support of the candidate under review. The results of the vote will be included in the Personnel Committee’s letter to the SPA Director.

The Committee is responsible for seeing that the appropriate data are collected and made available for Faculty review. The Committee chair shall consult with the person being reviewed to assure the availability of all relevant information. The Committee will adhere to the College of Public Service and Community Solutions Personnel Policies Standing Rules. Evaluation criteria are described in the School of Public Affairs Statement of Professional Responsibilities: Performance Evaluation, Post Tenure Review, Compensation.

External evaluators shall be selected according to procedures required by the College and the University. At a minimum, there shall be six (6) academics from other institutions qualified to address the candidate’s scholarly productivity.

Duties.

* + 1. The Committee will conduct reviews of Faculty members for promotion, tenure, sabbatical and third year probationary review.
		2. The SPA Personnel Committee shall meet on a regular basis, but at a minimum of once a year, in accordance with the schedule established by the Dean's Office for recommending sabbaticals, promotions, third year review, and tenure. Faculty members shall be considered for promotion at their own request, at the request of the School Director, or with the agreement of the candidate, at the request of any two (2) other Faculty members.
		3. Copies of the complete package of materials regarding the individual being considered shall be available at least one (1) week before the scheduled meeting of the Faculty eligible to vote. It is the responsibility of each member of the Faculty eligible to vote to review these materials prior to the meeting.
		4. For all personnel actions, it is the responsibility of the School Director to report the outcome of these meetings to each person under review as soon as possible after the meeting is concluded.
		5. The recommendations of the Faculty and of the Director shall be transmitted to the Dean of the College.
1. *This includes those tenure or tenure-track faculty with at least 50% joint appointment in SPA, as well as those serving as full-time university, campus or college-level administrators* [↑](#footnote-ref-1)