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BYLAWS

SCHOOL OF GOVERNMENT AND PUBLIC POLICY

Adopted by the SGPP Faculty on 08/23/23 and approved by the Dean of the College of Social & Behavioral Sciences on 08/23/23

Preamble

This document sets forth the governance structure of the School of Government and Public Policy. Responsibility for making policy decisions and determining the direction of the School rests with the regular faculty of the School, insofar as this does not conflict with College or University policy.

Membership

The “regular faculty” of the School of Government and Public Policy consists of individuals with at least .75 FTE in the school who are either Tenured, Tenure-track, or Career-track.

The term “Faculty in residence” includes all regular faculty members except those on leave, sabbatical, or administrative assignment outside of the School. A “majority” means more than 50%, and a “quorum” is a majority of the faculty in-residence. To become a member of the regular faculty, an individual must be recommended for appointment by majority vote of a quorum of the faculty in-residence.

Regular faculty members who drop below the .75 FTE requirement must retain at least .51 FTE in the school to retain voting rights, conditional on a majority vote of a quorum of the faculty in-residence.

Career-track faculty do not have voting rights on review and promotion cases of faculty on the tenure-track. However, they do hold such rights on the cases of other Career-track faculty holding lower ranks.

The School may, by majority vote of a quorum of faculty in-residence, grant “courtesy” appointments to selected faculty in other departments. Such joint appointments, which do not have an SGPP salary commitment, will not hold voting rights.

“Graduate faculty” are regular faculty members who meet the criteria in the document Criteria for Membership in the Graduate Faculty for the PhD, MA ISS, MPA, and MPP.

Committee Structure and Responsibilities

In carrying out this responsibility, the School uses a governance structure that has the following general characteristics:

1. The operational and decision-making responsibilities of the School are shared by the Director and the faculty through a set of standing faculty committees.

- 1 2. The chairs of the standing committees are responsible for the operations of their
2 committees and for making recommendations to the faculty and Director on important
3 policy issues.
- 4 3. The standing committees are: Committee of the Whole; Executive Committee; PhD
5 Committee; MPA/MPP Committee; MA ISS Committee; Undergraduate Programs
6 Committee; Diversity, Equity, and Inclusion Committee; Committee on Recruitment and
7 Visitors; and Faculty Evaluation Committee. The method of selection and responsibilities
8 of each standing committee are listed below.
- 9 4. Normally committee members will serve three-year staggered terms with a two-year
10 hiatus between serving on the same committee. Terms run in parallel with the academic
11 calendar.
- 12 5. Procedures governing Promotion and Tenure Committees and 3rd Year Review
13 Committees, which are not standing committees, can be found under the Promotion and
14 Tenure Guidelines of the School of Government and Public Policy, College of Social and
15 Behavioral Sciences' Promotion and Tenure Guidelines, and the University Handbook
16 for Appointed Personnel.

17 *Committee of the Whole*

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20 Selection: All regular faculty members and the PhD representatives are members of the
21 committee of the Whole. PhD students can select one representative to attend and vote during
22 meetings of the Committee of the Whole, except with regard to personnel decisions.

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24 Responsibilities: The Committee of the Whole is convened at least twice a semester. Additional
25 meetings may be called by the Director in consultation with the Executive Committee or by
26 petition of one-third of regular faculty in residence. When convened, the committee hears reports
27 by the Director and the chairs of the standing committees and acts on items brought before it by
28 the Director, chairs of the standing committees, and by faculty who may have appropriate items
29 for the agenda. The Director will present an annual report on the budget of the School.

30
31 The Committee of the Whole is also responsible for making recommendations on some
32 appointments to committees. In making such recommendations, the committee will use an instant
33 runoff system. The committee also works closely with the Dean in selecting and evaluating the
34 Director.

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36 Decisions by the faculty, including recommendations to the Dean concerning selection and
37 evaluation of the Director, shall be determined by a majority vote of those present. The vote will
38 be by "show of hands." Only faculty present throughout the meeting, physically or virtually, may
39 vote.

40
41 The order of business for any meeting of the faculty shall be in accordance with the written
42 agenda prepared for the meeting by the Director in consultation with the Executive Committee.
43 The agenda shall provide at least for the following:

- 44 a. Approval of minutes of prior regular or special meetings not previously approved;
- 45 b. Matters presented by the chair of standing committees of the faculty;
- 46 c. Reports, if any, from non-standing (i.e., ad hoc or special) committees appointed by the
47 Director;

- 1 d. Matters presented by the Director; and
2 e. Old and new business.

3
4 During the course of any meeting of the Committee of the Whole, the Director shall act as
5 presiding officer and all motions shall be directed to the Director. However, the Director may
6 delegate to the chair of each respective committee the responsibility for chairing discussion of
7 items presented to the faculty.

8
9 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern
10 the deliberations of the faculty meetings in all cases to which they are applicable and in which
11 they are not inconsistent with these bylaws and special rules of order the faculty may adopt.

12 13 *Executive Committee*

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15 Selection: Composed of the Director and Associate Director of the School, the Chairs of the
16 PhD, MPA/MPP, MA ISS, and Undergraduate Committees, and three-elected regular faculty.
17 Membership should include at least one untenured individual from the regular faculty. The
18 Director of the School in consultation with the Committee of the Whole will develop a list of
19 faculty willing to stand for election. Election will be by instant runoff.

20
21 Responsibilities: The Director consults with the Executive Committee on School policy and
22 priorities, the budget and the spending of funds (except for matters of salaries), the selection of
23 administrative personnel, the selection of faculty to standing committees where appropriate, the
24 creation of non-standing committees, and on such other matters as may arise.

25
26 The Executive Committee will meet at least once per month and when convened by the Director
27 or two of the elected members.

28 29 *PhD Committee*

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31 Selection: Four regular faculty members appointed by the Director in consultation with the
32 Executive Committee; one PhD student elected by PhD students at large; Director and Associate
33 Director ex officio; Director of PhD Program (chair). The student member does not participate in
34 discussions or voting on admissions or financial aid.

35
36 Responsibilities: The committee is responsible for organizing the activities associated with the
37 operation of the PhD program. These activities include, but are not limited to, student recruiting
38 and admissions, advising, financial aid, curriculum, awards, and student placement. The
39 committee also makes recommendations to the faculty and Director on major policy and
40 curriculum changes.

41 42 *MPA/MPP Committee*

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44 Selection: Four regular faculty members appointed by the Director in consultation with the
45 Executive Committee; (given accreditation requirements, some of the appointed faculty members
46 must teach in the MPA program); the president of the PASA student association; Director and
47 Associate Director ex officio; Director of the MPA/MPP Programs (chair). The student member

1 shall not participate in discussions or voting on admissions and financial aid.

2
3 Responsibilities: The MPA/MPP Committee is responsible for organizing the activities
4 associated with the operation of the MPA/MPP programs. These activities include, but are not
5 limited to, student recruiting and admissions, advising, financial aid, curriculum, awards, and
6 student placement. The committee also makes recommendations to the faculty and Director on
7 major policy and curriculum changes.

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9 *MA ISS Program Committee*

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11 Selection: Four regular faculty members appointed by the Director in consultation with the
12 Executive Committee; option to replace one regular faculty member with one (volunteer)
13 member selected from among the adjunct faculty that contribute instruction to the
14 program; Director of the MA ISS Program (chair); Director and Associate Director ex officio;
15 and members of the graduate programs staff.

16
17 Responsibilities: The MA ISS Committee is responsible for organizing the activities associated
18 with the operation of the program. These activities include, but are not limited to, student
19 recruiting and admissions, advising, liaison with other units, curriculum, and career
20 counselling. The committee also makes recommendations to the faculty and Director on budget
21 planning and major policy/curriculum changes.

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23 *Undergraduate Programs Committee*

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25 Selection: Four regular faculty members appointed by the Director in consultation with the
26 Executive Committee; Director and Associate Director ex officio; Director of Undergraduate
27 Studies (chair); and members of the undergraduate programs staff.

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29 Responsibilities: The committee is responsible for organizing the activities associated with the
30 operation of the undergraduate programs. These activities include, but are not limited to, student
31 recruiting and admissions, advising, financial aid, curriculum, awards, and student placement.
32 The committee makes recommendations to the faculty and Director on major policy and
33 curriculum changes. The committee also ensures that there is suitable faculty supervision of
34 student clubs and associations, and other student-oriented activities.

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36 *Diversity, Equity, and Inclusion Committee*

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38 Selection: Three regular faculty members; two members of the staff; three student
39 representatives (one PhD student, one MPA/MPP/MA student, one undergraduate student);
40 Director and Associate Director ex officio. Faculty and staff members will be elected from a pool
41 of self-nominated candidates. The undergraduate representative will be appointed by the Director
42 in consultation with the Undergraduate Programs Committee, while the PhD and MPA/MPP/MA
43 representatives will be elected by their peers from a pool of self-nominated candidates. Elections
44 will be by instant runoff. The committee will be chaired each year by the committee's longest
45 serving faculty member. Faculty and staff positions will typically be for three-year terms. All
46 student positions will be for one-year terms.

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1 Responsibilities: The committee is responsible for providing recommendations and proposals to
2 the Director and SGPP faculty on initiatives and approaches to: (i) fostering and promoting an
3 inclusive atmosphere within the School; (ii) facilitating training opportunities, services, and
4 assistance to students, faculty, and staff so the School operates in a diverse, equitable, and
5 inclusive environment; (iii) promoting the development of a curriculum that engages with
6 various groups and approaches; (iv) proposing guidelines, policies, and activities that promote an
7 academic environment that promotes informed and respectful dialogue; (v) identifying other
8 issues and opportunities regarding diversity, equity, and inclusion that require attention; and vi)
9 coordinating with the Committee on Recruitment and Visitors to help the School meet its hiring
10 priorities and retention efforts, especially as related to representation.

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12 *Committee on Recruitment and Visitors*
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14 Selection: Three regular faculty members appointed by the Director in consultation with the
15 Executive Committee; Director and Associate Director ex officio.

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17 Responsibilities: The committee is responsible for i) organizing the SGPP speaker series; ii)
18 serving an advisory role on other public-facing events held by SGPP, as requested by members
19 organizing these events, including workshops, symposia, and local conferences; iii) identifying
20 and providing recommendations to the Director regarding strategic hiring initiatives, including
21 SPFI and presidential postdoc candidates; iv) coordinating with the Diversity, Equity, and
22 Inclusion Committee to help the school meet its hiring priorities and retention efforts, especially
23 as related to representation.
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25 *Faculty Evaluation Committee*
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27 Selection: Three regular faculty at the rank of associate or above, selected by vote of the faculty
28 using instant runoff; one of the committee members may be a Career-track faculty member; the
29 chair is appointed by the Director from among the three regular faculty members; if nominations
30 for committee membership are insufficient to fill the three positions, the executive committee
31 may appoint members. Members serve three-year staggered terms.
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33 Responsibilities: The responsibilities of the Evaluation Committee are based on the University
34 Handbook for Appointed Personnel. In addition to following the University's policy, the
35 committee will also base its faculty evaluations on each faculty member's workload agreement
36 developed by the faculty member and the Director at the beginning of each academic year.
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38 *Hiring Committee (appointed as needed)*
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40 Selection: Three regular faculty members appointed by the Director in consultation with the
41 executive committee; additional committee members from the affected subfield and outside units
42 may be appointed at the discretion of the Director in consultation with the executive committee;
43 the Director appoints a chair from among the three appointed faculty members.
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45 Responsibilities: The committee will be responsible for organizing faculty hiring activities. This
46 includes, but is not limited to, screening and interviewing candidates, organizing visits, gathering
47 faculty input from candidates, and making hiring recommendations to the faculty.
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Director and Associate Director Selection and Responsibilities

In all important matters the Director shall seek faculty input through consultation of and adherence to general policies developed by the faculty, and through consultation with the faculty.

Selection of Director: The Committee of the Whole will recommend to the Dean whether to conduct a national search or appoint internally from within the School. Among the issues involved are the current status and needs of the School, the budgetary and fiscal environment of the College and University, and the climate for national recruiting within the field. The Dean will consult with the Committee of the Whole in the appointment or re-appointment of a Director, following College policies.

The term of the Director is for five years with the possibility of reappointment. Consulting with the Committee of the Whole, the Dean will assess the performance of the Director in the last year of the five-year term and make a formal recommendation regarding reappointment in accordance with UHAP review procedures.

Responsibilities of the Director: The Director has the following major responsibilities: exercising leadership in all functions of the School, evaluating faculty performance (under the provisions of the University Handbook for Appointed Personnel), providing the administrative support for the major functions of the School, developing and executing a plan for fundraising, and representing the interests of the School and faculty to the administration of the University and outside groups where appropriate. The Director will ensure the integrity of the School's programs by devoting sufficient resources and faculty to maintain national accreditation of programs, and also will work to maintain and improve the quality and ranking of all programs in the School. The Director will attend and actively participate in appropriate professional associations.

Among other tasks, the Director:

- reports on the School to the Committee of the Whole at least once a semester;
- discusses with each faculty member professional goals and workload allocation. This agreement will form the basis of the annual performance review for each member of the faculty;
- allocates operations, travel, and capital budgets;
- schedules classes and assigns instructors to classes.

Selection of Associate Director: The Director may appoint an Associate Director. The Associate Director must come from among the regular faculty of the School. The Director will consult the executive committee when appointing an Associate Director. The term of the Associate Director is expected to be for three years with the possibility of reappointment. Continuation is at the discretion of the Director.

Responsibilities of the Associate Director: The Associate Director reports directly to the Director. The role of the Associate Director is focused primarily upon matters internal to the School, including contributing to the management of budgeting, curriculum, and personnel. The precise duties and responsibilities of the Associate Director are coordinated through conversation with the Director and designed to reflect the needs of the School and the strengths of the candidate.

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Adoption of Bylaws

These bylaws shall come into effect when approved in writing by a two-thirds majority of the regular voting members in residence.

Amendments to Bylaws

Amendment of these bylaws shall be effected when approved in writing by two-thirds of the regular voting members in residence. Amendments may be proposed by the Executive Committee or by petition to the Executive Committee signed by one-third of the faculty in residence.