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BYLAWS

SCHOOL OF GOVERNMENT AND PUBLIC POLICY  
Approved by the SGPP Faculty on 3/31/21

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 School faculty as a whole, insofar as this does not conflict with College or University policy.

Membership

The regular faculty of the School of Government and Public Policy—i.e., those eligible to vote—will consist of all tenured or tenure-track faculty with the ranks of professor, associate professor, and assistant professor. Career-track faculty with full time, multi-year appointments shall have voting rights on all matters with the exception of review and promotion cases. Career-track faculty will also have voting rights on review and promotion cases for other Career-track faculty holding lower ranks. Other instructors can be awarded voting rights on non-personnel matters upon majority vote of the committee of the whole.

The School may, by majority vote of faculty present, grant “courtesy” appointments to selected faculty in other departments. Such joint appointments, which do not have an SGPP salary commitment, will not normally be granted voting rights, unless such rights are explicitly extended by the faculty.

PhD students may select a representative to vote on their behalf except with regard to personnel decisions.

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.
2. The chairs of the standing committees are responsible for the operations of their committees and for making recommendations to the faculty and Director on important policy issues.
3. The standing committees are: Committee of the Whole; Executive Committee; PhD Committee; MPA/MPP Committee; MA ISS Committee; Undergraduate Programs Committee; Diversity, Equity, and Inclusion Committee; and Faculty Evaluation Committee. The method of selection and responsibilities of each standing committee are listed below.
4. Normally committee members will serve three-year staggered terms with a two-year hiatus between serving on the same committee. Terms run in parallel with the academic

1 calendar.

- 2 5. Procedures governing Promotion and Tenure Committees and 3<sup>rd</sup> Year Review  
 3 Committees, which are not standing committees, can be found under the Promotion and  
 4 Tenure Guidelines of the School of Government and Public Policy, College of Social and  
 5 Behavioral Sciences' Promotion and Tenure Guidelines, and the University Handbook  
 6 for Appointed Personnel 3.3 Promotion and Tenure.

7  
 8 *Committee of the Whole*

9  
 10 Selection: All regular faculty members and the PhD representative are members of the  
 11 committee of the Whole.

12  
 13 Responsibilities: The Committee of the Whole is convened at least twice a semester. Additional  
 14 meetings may be called by the Director in consultation with the Executive Committee or by  
 15 petition of one-third of regular faculty in residence. When convened, the committee hears reports  
 16 by the Director and the chairs of the standing committees and acts on items brought before it by  
 17 the Director, chairs of the standing committees, and by faculty who may have appropriate items  
 18 for the agenda. The Director will present an annual report on the budget of the School.

19  
 20 The Committee of the Whole is also responsible for making recommendations on some  
 21 appointments to committees. In making such recommendations, the committee will use an instant  
 22 runoff system. The committee also works closely with the Dean in selecting and evaluating the  
 23 Director.

24  
 25 A quorum is a majority of the voting faculty, excluding faculty on leave, sabbatical, or  
 26 administrative assignment outside of the School. A quorum must be present for the meeting to be  
 27 formally conducted.

28  
 29 Decisions by the faculty, including recommendations to the Dean concerning selection and  
 30 evaluation of the Director, shall be determined by a majority vote of those present. The vote will  
 31 be by "show of hands." Only faculty present throughout the meeting, physically or virtually, may  
 32 vote. Faculty are expected to make every effort to attend meetings physically. Virtual  
 33 participation will be permitted only when physical participation is not possible.

34  
 35 The order of business for any meeting of the faculty shall be in accordance with the written  
 36 agenda prepared for the meeting by the Director in consultation with the Executive Committee.  
 37 The agenda shall provide at least for the following:

- 38 a. Approval of minutes of prior regular or special meetings not previously approved;  
 39 b. Matters presented by the chair of standing committees of the faculty;  
 40 c. Reports, if any, from non-standing (i.e., ad hoc or special) committees appointed by the  
 41 Director;  
 42 d. Matters presented by the Director; and  
 43 e. Old and new business.

44  
 45 During the course of any meeting of the Committee of the Whole, the Director shall act as  
 46 presiding officer and all motions shall be directed to the Director. However, the Director may  
 47 delegate to the chair of each respective committee the responsibility for chairing discussion of

1 items presented to the faculty.

2  
3 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern  
4 the deliberations of the faculty meetings in all cases to which they are applicable and in which  
5 they are not inconsistent with these bylaws and special rules of order the faculty may adopt.

6  
7 *Executive Committee*

8  
9 Selection: Composed of the Director and Associate Director of the School, the Chairs of the  
10 PhD, MPA/MPP, MA ISS, and Undergraduate Committees, and three-elected regular faculty.  
11 Membership should include at least one untenured individual from the regular faculty. The  
12 Director of the School in consultation with the Committee of the Whole will develop a list of  
13 faculty willing to stand for election. Election will be by instant runoff.

14  
15 Responsibilities: The Director consults with the Executive Committee on School policy and  
16 priorities, the budget and the spending of funds (except for matters of salaries), the selection of  
17 administrative personnel, the selection of faculty to standing committees where appropriate, the  
18 creation of non-standing committees, and on such other matters as may arise.

19  
20 The Executive Committee will meet at least once per month and when convened by the Director  
21 or two of the elected members.

22  
23 *PhD Committee*

24  
25 Selection: Four regular faculty members appointed by the Director in consultation with the  
26 Executive Committee; one PhD student elected by PhD students at large; Director and Associate  
27 Director ex officio; Director of PhD Program (chair). The student member does not participate in  
28 discussions or voting on admissions or financial aid.

29  
30 Responsibilities: The committee is responsible for organizing the activities associated with the  
31 operation of the PhD program. These activities include, but are not limited to, student recruiting  
32 and admissions, advising, financial aid, curriculum, awards, and student placement. The  
33 committee also makes recommendations to the faculty and Director on major policy and  
34 curriculum changes.

35  
36 *MPA/MPP Committee*

37  
38 Selection: Four regular faculty members appointed by the Director in consultation with the  
39 Executive Committee; (given accreditation requirements, some of the appointed faculty members  
40 must teach in the MPA program); the president of the PASA student association; Director and  
41 Associate Director ex officio; Director of the MPA/MPP Programs (chair). The student member  
42 shall not participate in discussions or voting on admissions and financial aid.

43  
44 Responsibilities: the MPA/MPP Committee is responsible for organizing the activities  
45 associated with the operation of the MPA/MPP programs. These activities include, but are not  
46 limited to, student recruiting and admissions, advising, financial aid, curriculum, awards, and  
47 student placement. The committee also makes recommendations to the faculty and Director on

1 major policy and curriculum changes.

2  
3 *MA ISS Program Committee*

4  
5 Selection: Four regular faculty members appointed by the Director in consultation with the  
6 Executive Committee; option to replace one regular faculty member with one (volunteer)  
7 member selected from among the adjunct faculty that contribute instruction to the  
8 program; Director of the MA ISS Program (chair); Director and Associate Director ex officio;  
9 and members of the graduate programs staff.

10  
11 Responsibilities: the MA ISS Committee is responsible for organizing the activities associated  
12 with the operation of the program. These activities include, but are not limited to, student  
13 recruiting and admissions, advising, liaison with other units, curriculum, and career  
14 counselling. The committee also makes recommendations to the faculty and Director on budget  
15 planning and major policy/curriculum changes.

16  
17 *Undergraduate Programs Committee*

18  
19 Selection: Four regular faculty members appointed by the Director in consultation with the  
20 Executive Committee; Director and Associate Director ex officio; Director of Undergraduate  
21 Studies (chair); and members of the undergraduate programs staff.

22  
23 Responsibilities: The committee is responsible for organizing the activities associated with the  
24 operation of the undergraduate programs. These activities include, but are not limited to, student  
25 recruiting and admissions, advising, financial aid, curriculum, awards, and student placement.  
26 The committee makes recommendations to the faculty and Director on major policy and  
27 curriculum changes. The committee also ensures that there is suitable faculty supervision of Pi  
28 Sigma Alpha and Pi Alpha Alpha and the Arizona Model United Nations program.

29  
30 *Diversity, Equity, and Inclusion Committee*

31  
32 Selection: Three regular faculty members; two members of the staff; three student  
33 representatives (one PhD student, one MPA/MPP/MA student, one undergraduate student);  
34 Director and Associate Director ex officio. Faculty and staff members will be elected from a pool  
35 of self-nominated candidates. The undergraduate representative will be appointed by the Director  
36 in consultation with the Undergraduate Programs Committee, while the PhD and MPA/MPP/MA  
37 representatives will be elected by their peers from a pool of self-nominated candidates. Elections  
38 will be by instant runoff. The committee will be chaired each year by the committee's longest  
39 serving faculty member. Faculty and staff positions will typically be for three-year terms. All  
40 student positions will be for one-year terms.

41  
42 Responsibilities: The committee is responsible for providing recommendations and proposals to  
43 the Director and SGPP faculty on initiatives and approaches to: (i) fostering and promoting an  
44 inclusive atmosphere within the School; (ii) facilitating training opportunities, services, and  
45 assistance to students, faculty and staff so the School operates in a diverse, equitable, and  
46 inclusive environment; (iii) promoting the development of a curriculum that engages with  
47 various groups and approaches; (iv) proposing guidelines, policies, and activities that promote an

1 academic environment that promotes informed and respectful dialogue; and (v) identifying other  
2 issues and opportunities regarding diversity, equity, and inclusion that require attention.

3  
4 *Faculty Evaluation Committee*

5  
6 Selection: Three regular faculty at the rank of associate or above, selected by vote of the faculty  
7 using instant runoff; the chair is appointed by the Director from among the three regular faculty  
8 members; if nominations for committee membership are insufficient to fill the three positions,  
9 the executive committee may appoint members. Members serve three-year staggered terms.

10  
11 Responsibilities: The responsibilities of the Evaluation Committee are based on the University  
12 Handbook for Appointed Personnel. In addition to following the University's policy, the  
13 committee will also base its faculty evaluations on each faculty member's workload agreement  
14 developed by the faculty member and the Director at the beginning of each academic year.

15  
16 *Recruitment Committee (appointed as needed)*

17  
18 Selection: Three regular faculty members appointed by the Director in consultation with the  
19 executive committee; additional committee members from the affected subfield and outside units  
20 may be appointed at the discretion of the Director in consultation with the executive committee;  
21 the Director appoints a chair from among the three appointed faculty members.

22  
23 Responsibilities: The committee will be responsible for organizing faculty recruiting activities.  
24 This includes, but is not limited to, screening and interviewing candidates, organizing visits,  
25 gathering faculty input from candidates, and making hiring recommendations to the faculty.

26  
27 Director and Associate Director Selection and Responsibilities

28  
29 In all important matters the Director shall seek faculty input through consultation of and  
30 adherence to general policies developed by the faculty, and through consultation with the faculty.

31  
32 Selection of Director: The Committee of the Whole will recommend to the Dean whether to  
33 conduct a national search or appoint internally from within the School. Among the issues  
34 involved are the current status and needs of the School, the budgetary and fiscal environment of  
35 the University, and the climate for national recruiting within the field. The Dean will work with  
36 the Committee of the Whole to select a Director. At each step in the selection process it is  
37 expected that the Dean will give very strong consideration to the recommendations and wishes of  
38 the Committee of the Whole.

39  
40 The term of the Director is for five years with the possibility of reappointment. Consulting with  
41 the Committee of the Whole, the Dean will assess the performance of the Director in the last year  
42 of the five-year term and make a formal recommendation regarding reappointment in accordance  
43 with UHAP review procedures.

44  
45 Responsibilities of the Director: The Director has the following major responsibilities:  
46 exercising leadership in all functions of the School, evaluating faculty performance (under the  
47 provisions of the University Handbook for Appointed Personnel), providing the administrative

1 support for the major functions of the School, developing and executing a plan for fundraising,  
2 and representing the interests of the School and faculty to the administration of the University  
3 and outside groups where appropriate. The Director will ensure the integrity of the School's  
4 programs by devoting sufficient resources and faculty to maintain national accreditation of  
5 programs, and also will work to maintain and improve the quality and ranking of all programs in  
6 the School. The Director will attend and actively participate in appropriate professional  
7 associations.

8  
9 Among other tasks, the Director:

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

16  
17 Selection of Associate Director: The Director may appoint an Associate Director. The Associate  
18 Director must come from among the regular faculty of the School. The Director will consult the  
19 executive committee when appointing an Associate Director. The term of the Associate Director  
20 is expected to be for three years with the possibility of reappointment. Continuation is at the  
21 discretion of the Director.

22  
23 Responsibilities of the Associate Director: The Associate Director reports directly to the  
24 Director. The role of the Associate Director is focused primarily upon matters internal to the  
25 School, including contributing to the management of budgeting, curriculum, and personnel. The  
26 precise duties and responsibilities of the Associate Director are coordinated through conversation  
27 with the Director and designed to reflect the needs of the School and the strengths of the  
28 candidate.

### 29 30 Adoption of Bylaws

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

### 34 35 Amendments to Bylaws

36  
37 Amendment of these bylaws shall be effected when approved in writing by two-thirds of  
38 the regular voting members in residence. Amendments may be proposed by the Executive  
39 Committee or by petition to the Executive Committee signed by one-third of the faculty in  
40 residence. Voting on amendments may be conducted online.