Preamble

These by-laws have been prepared in accordance with the provisions of the College of Public Programs By-Laws and the University Academic Affairs Policies and Procedures Manual. The School of Public Affairs will also adhere to such other rules and regulations as may be promulgated by the College Faculty Assembly, the University Administration and the Arizona Board of Regents.
Chapter I

The School Faculty

Section A. Definitions and Clarifications

1. 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, the Director of the Advanced Public Executive Program, and the Director of Morrison Institute. Members of the Assembly with full-time appointments outside the unit shall not have voting rights during that full-time appointment. Emeriti faculty are members of the Assembly but do not have voting rights nor do they count towards a quorum.

2. Faculty Associates.

The Faculty Associates of the School shall include those individuals who have academic appointments but are not members of the faculty, who have taught, are teaching, or intend to teach a regularly scheduled residence course as part of the School's academic offerings. These individuals do not vote nor count towards a quorum.

3. 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 holding Faculty Associate appointments. These individuals do not vote nor count towards a quorum.

4. Rights and Responsibilities of the Faculty.
a. Voting privileges on School policy are extended to the Assembly of the School of Public Affairs.

b. Voting privileges on the appointment of regular full-time tenure-track faculty are extended to members of the Assembly holding faculty notices of appointment. For purposes of decisions relating to promotion, only those faculty members 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 members with tenure shall have the privilege of voting.

c. Voting privileges on continuing track appointment and promotion of academic professionals extend to all Assembly members. The unit’s peer review committee for continuing appointment and promotion requests will consist of a three person committee of the unit’s continuing academic professionals. If the unit has fewer than three academic professionals, the Dean of the College of Public Programs shall consult with the Director of the School to appoint other academic professionals from the College of Public Programs to fill a three person committee.

d. Not included as voting members are Assembly members on leave of absence, lecturers, and visiting faculty. 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. Assembly members with faculty notices of appointment may also take part in personnel decisions. In these instances it is the Assembly member’s responsibility to notify the Director in a timely fashion of how he/she can be reached for involvement in the process.

e. All Assembly members are expected to share in the responsibilities of the School.

5. Quorum.

a. The quorum required for formal resolutions by the Assembly shall be one more than one-half of the number of the Assembly of the School minus the number of those on sabbatical, leaves of absence, and full-time administrative appointments external to the School.

b. An analogous quorum requirement shall apply in formal actions by defined sub-groups of the Faculty.

6. Faculty Resolutions.

This term shall apply to those actions taken by the Assembly as a body. Resolutions upon adoption shall become official policy of the School.
a. A resolution shall be valid if approved at a duly announced meeting of the Assembly or if approved by those Assembly members who respond by a specified time to a call for a written response, assuming in either instance that the quorum requirement is satisfied.

b. Approval of resolutions shall require a majority of those voting.

c. All resolutions shall take effect immediately upon adoption, unless specified otherwise.

d. All resolutions must be consistent with these by-laws, the rules of the College, of Arizona State University, the State of Arizona, and the United States of America.


a. Unless specifically provided otherwise, voting may be by show of hands, unanimous consent, voice vote, or written ballot.

b. There shall be no voting by proxy.

Section B. Duties of the Assembly as a Collective Body

1. Matters requiring Assembly consideration and action, whether voting is explicit or by unanimous consent:

a. Proposals for significant changes in Departmental 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 the Department, establishment of formal relations with other agencies.

b. Recommendations for appointment or termination of Faculty members prior to the tenure decision.

c. Policies concerning appointment and management of Faculty Associates.

d. Recommendation to the College Dean for appointment or removal of the School Director.

e. Faculty recruiting.

f. Policies, criteria, and procedures related to evaluation of Assembly members.

g. Curriculum, i.e., required courses, course sequences, prerequisites, degree requirements, etc.
h. Policies and procedures governing admission, advising, evaluation and retention of students.

i. Standards and procedures related to the ethics and propriety of research, teaching and service activities.

j. Policies relating to grants, contracts, etc.

k. Adoption of By-Laws or the amendment of existing By-Laws, by two-thirds of those members who hold voting privileges.

l. Recommendations concerning the selection of those to be extended courtesy or visiting appointments in the School of Public Affairs.

2. Matters which should be presented or announced by the School's Director to the Assembly for consideration whether in an Assembly meeting or through an "available-for-inspection" procedure, with the Assembly having the option to discuss, debate, suggest changes or to accept by acquiescence; but which ordinarily will not be open to motions and votes in School Assembly meetings:

a. Appointment and removal of committee chairs, members, and other officers as appropriate.

b. Course schedules and teaching assignments, i.e., Schedule of Courses.

c. Format and content of form letters, brochures, leaflets, bulletins, etc., describing School activities, programs, and requirements.

d. Assignment of graduate students to teaching, research, or service duties.

e. Allocation of space and facilities.

f. The specific allocation of general expense, equipment, and travel funds; and periodic budget status reports.

g. Proposals for informal or temporary arrangements with other units inside or outside the University.

h. Assignment of Faculty members to special positions or duties, or relief of Faculty members from normal duties.

i. Assignments or re-alignments of staff personnel.

3. Assembly Meetings.
a. The Assembly shall meet on a regular basis, on call of the Director, or on call of three or more members of the Assembly.

b. The Assembly shall meet at least four times during the academic year.

c. All Assembly meetings, except those portions in which personnel decisions are made, are open as specified by Arizona Law.

d. All Assembly meetings are to be conducted according to accepted lines of parliamentary procedure (latest edition of Roberts Rules of Order).

e. A written agenda shall be furnished for each regularly scheduled meeting of the Assembly. Faculty members, staff, and students may place any item on the agenda by advising the Office of the Director. All agenda-setting in the School is open to all Faculty, staff, and students.

f. Minutes and resolutions of all Assembly meetings will be distributed and filed by the office of the Director.
Chapter II

Office of Director

Section A. Selection and Term

1. The School Director shall be selected and appointed as specified in the University Academic Affairs Policies and Procedures Manual.

2. The initial term of the Director is for four (4) years. The Director may be recommended for reappointment by majority vote of the Faculty for additional terms, each of which shall not exceed two (2) years. Total term of consecutive service shall not exceed eight years.

3. Before consideration of 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.

4. 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.

5. Normal term of appointment of the Director shall commence July 1 of the year following appointment.

6. The School's Faculty senator will notify the Assembly and will chair any meeting called to vote upon the selection or removal of the Director. The recommendation of the Assembly will be forwarded to the Dean.

Section B. Duties

1. General responsibilities of the School Director are outlined in the University Academic Affairs Policies and Procedures Manual.

2. The School 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.

3. The activities of primary importance and concern for the Director are the following:
a. Continuing critical review of School objectives, programs, and priorities; analysis of the extent to which objectives are being achieved; initiation or review of proposals for changes in objectives, programs, and priorities.

b. Appointing, working with and supervising the Directors of the Morrison Institute and the Advanced Public Executive Program.

c. Appointment of Ph.D., MPA and Undergraduate Program Directors, following an open process.

d. Making allocations of existing financial resources, developing short-term and long-range budget proposals following an open process.

e. Developing Assembly personnel plans; preparing general and specific guidelines related to the recruitment of Faculty members, monitoring the actual conduct of particular recruiting efforts; making recommendations to the College Dean regarding Faculty appointments.

f. Assigning or approving the teaching, research, and service duties of Assembly members.

g. Supervising the conduct of evaluation of the performance of Assembly members by appropriate Assembly groups; providing feedback to individuals under evaluation; recommending to the Dean reappointment, termination, and promotion actions.

h. Developing and carrying out plans to maintain the vitality of the Faculty, to stimulate their scholarly activity and development, and to maximize their contribution to the School, to the University, to the profession, and to society generally.

i. Allocating existing space and facilities; developing proposals regarding modification, reassignment, or expansion of space and facilities.

j. Developing or reviewing proposals for changes in the organization and operating procedures of the School.

k. Formulating proposals regarding the relationship of the School to other units within the University, and to relevant agencies outside the University.

l. Making nominations or assignments of Assembly members to particular committees and other School duties.

m. Maintaining a continuing review of School needs for staff personnel; supervising the selection, assignment, and evaluation of staff members.
n. Responding to, or making appropriate disposition of, proposals or requests that arise from individuals or groups within the Department or from outside agencies.

o. Scheduling Assembly meetings, and chairing these meetings. Regular meetings will be scheduled at least four times a year.

p. Supervising the maintenance of School records and files.

q. Distributing, or supervising the distribution of reports, minutes, memoranda, etc., to provide an adequate information base for discussions.

r. Maintaining an updated file of Assembly resolutions regarding the policies of the School as adopted and amended pursuant to these By-Laws. This file shall be available for inspection and review by the Assembly at their request.

s. Supervising the security of personnel, facilities, and equipment.

t. Developing policies regarding the selection of Faculty Associates, ensuring that an appropriate number of Faculty Associates courses are offered each term, that the needs of these Faculty members are appropriately met, and that the Faculty Associates Program is otherwise well managed.

u. Formulating policies related to research and/or training grants, contracts, etc., with due regard for compatibility with School objectives and impact on School resources; reviewing and acting on particular grant applications, contract proposals, etc.

v. Appointing a school-wide grievance committee for student grievances.

Section C. Method of Operation

1. The performance of the Director shall be reviewed by the Assembly annually. Individual Assembly members will be requested to forward their 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 School's Senator.

2. The Dean of the College may be petitioned by the School Assembly at any time requesting the removal of the School Director. Such action may be taken by a simple majority of the School Assembly at a special meeting called for that purpose. Such a meeting shall be chaired by the School's Senator, who will notify the Assembly in advance regarding the purpose of the special meeting.
Chapter III

Personnel Procedures and Committees

Section A. Principles

The principles of fairness, openness, and clearly specified criteria will characterize all personnel activates of the School. In addition, Arizona State University, State of Arizona and the United States of America’s affirmative action regulations will be followed in letter and in spirit.

Section B. Basic Data

Each member of the Faculty and staff will be asked annually to provide information to the Director on his or her professional activities. These data will form the base for making promotion and tenure decisions and will be advisory to the Director for salary decisions.

Section C. Personnel Committee

1. Membership.

The Personnel Committee will consist of three 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. The Committee will elect a chair.

2. 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. 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 Program’s Personnel Policies Standing Rules. Evaluation criteria are described in the School of Public Affairs’ Statement of Professional Responsibilities: Performance Evaluation, Post Tenure Review, Compensation.

a. External evaluators shall be selected according to procedures required by the College and the University. At a minimum, there shall be six academics from other institutions qualified to address the candidate’s scholarly productivity.
b. Because service to the public is an important part of our School’s heritage and mission, we require comments from three external public or non-profit administrators that address the candidate’s public service contributions.

c. Criteria for promotion and tenure will be the same as the College of Public Programs criteria.

3. Duties.

a. The Committee will conduct reviews of Faculty members for promotion, tenure, sabbatical and two- and four- year probationary review.

b. The Departmental 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 and tenure, consider all Faculty members without tenure and those Faculty members who are eligible for promotion. 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 other Faculty members.

c. Copies of the complete package of materials regarding the individual being considered shall be available at least one 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.

d. 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.

e. The recommendations of the Faculty and of the Director shall be transmitted to the Dean of the College.

Section D. Faculty Evaluations

The information prepared by each faculty member and academic professional shall serve as a base for the School Director's annual salary increase recommendations. The faculty will advise the Director in these decisions as follows:
1. The process for evaluating faculty and academic professionals is described in the School of Public Affairs’ Statement of Professional Responsibilities adopted by the faculty.

2. It is the responsibility of the Personnel Committee to make an annual presentation to the faculty on all evaluation procedures and seek School approval of all proposed procedural changes.

3. The Director annually will discuss with each faculty member and academic professional his/her precise evaluations by peers. At that time, the Director will also explain his/her evaluation of the individual and reasons for any variation of the Director's evaluation from peer evaluation. A written evaluation will be given each faculty member and academic professional with specification of areas where improvement is needed, when necessary.

4. The Director will also indicate to each faculty member and academic professional how he/she is likely to fare in terms of the merit monies available. Of course, such an indication can only be tentative until firm money figures are available.

5. The Director will inform the faculty and academic professionals about other forms of salary distribution that are available for a given year. Faculty and academic professionals will be informed by the Director of the criteria and procedures to be considered for those special funds.

6. The Personnel Committee will hear appeals on merit and equity distribution decisions and its recommendations shall be made to the Director. The Personnel Committee shall report to the faculty and academic professionals the general sense of its recommendations without violating the privacy of the individual cases. The Director shall report to the faculty and academic professionals how he/she responded to the Committee recommendations.

7. Merit and equity distribution shall be independent of any special funds received or available. If the University provides special funds in addition to merit, the Director is encouraged to pursue those funds but they shall be considered separately from the merit decisions.

8. Procedures for determining the market/equity pools will be determined by a meeting of the faculty consistent with the Statement of Professional Responsibilities.

Section E. Recruitment of New Faculty

Academic appointments are made by the Provost but are subject to approval by the University President and the Board of Regents. However, the day-to-day management
of a search is the responsibility of the School Director who is recognized by the university administration as the "hiring official." Search committees and hiring officials will follow the recruitment and hiring procedures outlined in Section 505-04 of the University Academic Affairs Policies and Procedures Manual. While the decision to recommend the appointment of a new faculty member is the responsibility of the entire Assembly, the recruitment process shall be facilitated by the appointment of a Search Committee.

1. Search Committee Membership

   The School Director shall appoint a Search Committee of at least three (3) members. The Director shall designate a member of the committee as chair.

2. Duties of the Search Committee.

   a. The Search Committee shall make a recommendation to the Assembly regarding the position description and qualifications.

   b. The Search Committee shall be responsible for advertising the position and for identifying, contacting, and providing preliminary evaluations of applicants.

   c. The Search Committee files and meetings shall be open to all Assembly members and the Committee shall make regular progress reports to the Assembly.

   d. Upon the advice of the entire Assembly, the Search Committee shall be responsible for inviting candidates for interviews and for all arrangements associated with such visits.


   In the event of illness or incapacity of a regular Assembly member to fulfill his or her responsibilities, the Director shall be empowered to recruit a temporary replacement for a period not to exceed one year.
Chapter IV

Student Policies, Procedures, and Organizations

Section A. Principles

The entire Faculty, standing or ad hoc committees of the Faculty, or any individual Faculty members acting on any of the matters covered in this chapter shall be committed to both the letter and the spirit of affirmative action regulations of the State of Arizona, the University, and the School as they bear on matters of academic policy or on decisions involving individual students.

Section B. Admissions

1. Admissions policies shall be made by the entire Faculty acting as a Committee of the Whole.

2. Admissions recommendations are made by the Ph.D. and MPA Committees. The Directors, in turn, make recommendations to the Graduate College.

3. The relevant committees shall be responsible for communicating with the applicant regarding any concerns expressed or provisions, as appropriate.

Section C. The Undergraduate Committee

1. Membership and Terms

   a. This Committee shall consist of at least three (3) members of the regular Faculty.

   b. The School Director shall appoint the members and designate the Chairperson, preferably a member of the faculty, who will be the Undergraduate Program Director. The term of office for the Undergraduate Program Director is two (2) years with potential reappointment for additional terms.

   c. The term of office is one year for the other members, who may be reappointed.

2. Duties
a. The Committee is responsible for recommendations of new or amended academic policies to the Assembly for its consideration and action.

b. The Committee is responsible for the implementation and enforcement of the academic policies of the School.

c. The Committee is responsible for reporting on its activities annually. In addition, its files or written records shall be available to members of the Faculty.

d. The Committee shall determine its own policies, rules of operation, procedures, and forms.

Section D. The MPA Committee

1. Membership and Terms.

   a. This Committee shall consist of at least three (3) members of the regular Faculty, and the student services coordinator as an non-voting ex-officio member. The Ph.D. Director is also a member of this committee.

   b. The School Director shall appoint the members and designate the Chairperson, who will be the MPA Program Director. The term of office for the MPA Program Director is two (2) years with potential reappointment for additional terms.

   c. The term of office is one year for the other members, who may be reappointed.

2. Duties.

   a. The Committee is responsible for recommendations of new or amended academic policies to the Assembly for its consideration and action.

   b. The Committee is responsible for the implementation and enforcement of academic policies of the Graduate College and the School.

   c. The Committee serves as liaison between the School and the Graduate College.
d. The Committee is responsible for reporting on its activities annually. In addition, its files or written records shall be available to members of the Faculty.

e. The Committee shall determine its own policies, rules of operation, procedures, and forms.

3. Selection of Students to fill teaching/research assistantships and to receive scholarships. This is to be done in conjunction with the Ph.D. Committee.

   a. Graduate teaching/research assistantships are defined as those FTE positions allocated to the School in the Personnel category of the State Budget and paid with these state funds.

   b. MPA graduate teaching/research assistants ordinarily are limited to two years of School support and doctoral graduate assistants are limited to three years of School support.

   (1) The MPA Committee will review applications for assistantships received by March 15 of each year. The Committee will recommend to the Director which applicants are appropriate to appoint. The applicants will be rank-ordered by the MPA Committee.

   (2) If vacancies occur after the rank-ordered list is exhausted, the Director will consult with the School Administrative Associate and MPA Program Director in selecting additional candidates.

   (3) The Committee will also provide the Director with an assessment of the skills of those recommended for appointment. The Director will decide which person is assigned to a particular Faculty member after considering Faculty requests for particular skills or individuals.

   c. Research assistantships or other positions for students funded through sources other than the School's primary State Budget shall be filled by the Faculty member who is the Project Director, Principal Investigator, or otherwise designated as recipient of the funds or of the position.

   d. Scholarship recipients shall be selected by the Faculty member who is Project Director, Principal Investigator, or otherwise designated as responsible for the scholarship funds, in conjunction with the School's staff and appropriate Faculty members.
Section E. The Ph.D. Program

1. The Ph.D. Committee

a. **Membership.** The Director of the School of Public Affairs shall appoint members of the Ph. D. Committee in consultation with the Ph.D. Director. Regular, full-time School of Public Affairs faculty holding the rank of Professor, Associate Professor, and Assistant Professor, and who also possess a record of experience and distinction in teaching, public service, and research are eligible to serve on the Ph.D. Committee. In addition, at least one member of the Committee may be a currently enrolled Ph.D. student nominated and appointed by the Director of the School of Public Affairs in consultation with the Ph.D. students and Director. The student member will be excused when student confidentiality issues are discussed.

b. **Size.** The Ph.D. Committee may consist of six members, including the Ph.D. Director, who shall serve as chair of the Committee, the MPA Director, three faculty, and one student representative.

c. **Terms.** Members of the Ph.D. Committee will serve two-year terms, that can be renewed so that no more than two members of the Committee are ever in their first year of appointment.

d. **Functions.** The Ph.D. Committee will have the following functions:

1) Provide advice and counsel on policy and curricular issues related to the program.

2) Serve as the admissions committee. The student member shall not participate in the admissions process. A student may appeal an admission decision to the Director of the School of Public Affairs.

3) Develop, maintain and monitor student diversity in the program.

4) Work in conjunction with the MPA Committee in the selection and allocation of assistantships

5) Undertake any other necessary and proper activities including review of the operation of the program.
e. **Meetings.** The Ph.D. Committee will meet at least once a semester during the academic year. Minutes will be taken at each meeting and distributed to the SPA faculty. A quorum will consist of four members of the Ph.D. Committee, and members must be present to vote unless otherwise specified by the membership.

2. **Director of the Ph.D. in Public Administration Program**

   a. **Appointment.** The Director of the Ph.D. Program will be appointed by the Director of The School of Public Affairs.

   b. **Term.** The Director of the Ph.D. Program will serve for a two-year appointment. At the end of the first term, a Director may be appointed for a second two-year term. The Director of the Ph.D. Program will be reviewed annually by the Director of SPA with input from the Ph.D. Committee.

   c. **Responsibilities.**

      1) The Director of the Ph.D. Program is responsible for identifying and/or approving appropriate individuals outside the School of Public Affairs to participate as Ph.D. program faculty.

      2) The Ph.D. Director is responsible for student recruitment and marketing activities.

      3) The Director is responsible for making admission recommendations to the Graduate College based on the recommendations of the Admissions Committee.

      4) The Director is responsible for organizing the Screening Examination process, assembling the Screening Examination, organizing the Committee that reviews the examinations, and making final decisions about the disposition of students upon completion of the examination.
5) Ph.D. student progress reviews are the responsibility of the Director to ensure that students are making adequate progress toward their degree. The criteria to make such evaluations of adequate progress will be established in consultation with the Ph.D. Committee.

6) Recommendations will be submitted to the Director of the School of Public Affairs by the Director for teaching assignments for the Ph.D. core classes and any other Ph.D. classes.

Section F. Grievance Procedures

1. Membership and Terms

The SPA Director will appoint a Grievance committee as needed. The procedures that the Grievance will follow will be the same for all programs.

2. Duties

(a) In the case of a dispute between a Faculty member and a student over a course grade or other academic matter, in which the instructor and student are unable to resolve to their mutual satisfaction, the Grievance Committee is the first body to hear and attempt to resolve the formal appeal. If the actions of a member of the grievance committee are being appealed, the member will be excused from the process and a temporary member will be appointed by the SPA Director. The Grievance Committee will recommend an outcome to the dispute.

(b) The results of the committee’s deliberations will be communicated to the student, the instructor and the SPA Director. If any party is not satisfied with the committee’s recommendation, they may appeal. In this case, the SPA Director will forward the appeal to the College of Public Programs and may attach a recommendation to the appeal.

(c) If there is still no satisfactory solution, the student may confer with the Dean of the College of Public Programs (or Dean’s designee) who will review the case. At this point, the procedures of the College of Public Programs become effective.

(d) The Committee is responsible for recommendation of grievance policies to the Assembly for its consideration and action.

Section G. Student Attendance at Meetings
1. In accordance with the State of Arizona Open Meeting Statute, all meetings of the Assembly or of Assembly committees are open to attendance by students or others, except at times when personnel matters are being discussed.

2. Students may vote in an advisory capacity at all Assembly meetings.

3. Students may place any item on the agenda of a Assembly meeting by advising the School’s Administrative Associate.

4. Students may select a formal representative to attend Assembly meetings.
Chapter V

Affirmative Action Committee

Section A. Principles

1. The School of Public Affairs is committed to following the letter and the spirit of affirmative action regulations of the United States of America, State of Arizona, of the University, and of the School.

2. In keeping with this commitment, the Assembly acting as a Committee of the Whole will serve as the Affirmative Action Committee as necessary.

Section B. Duties

1. To address complaints of discrimination and violations of affirmative action in accordance with the ASU Faculty Constitution and Appendix "E" of the University Academic Affairs Policies and Procedures Manual

2. On either an individual or a collective basis, to identify potential minority Assembly members and to interest such individuals in Assembly or professional staff vacancies as they may occur.

3. On either an individual or collective basis, to identify potential minority students and to encourage such individuals to apply for admission to the School's programs.
Chapter VI

Other School Officers

Section A. Faculty Senator

1. The School's Faculty Senator shall be elected for a three year term by the Faculty and shall serve according to the stipulations of the Faculty Senate.

2. The Senator will report on a regular basis to the School's Faculty.

Section B. Advisors to Student Organizations

The Director shall appoint a Faculty advisor to Pi Alpha Alpha, the national public administration honorary society, and to any other organizations which students of the School wish to establish formally. The term of any such office shall be for one year and renewable. The appointment of all such advisors will be made in consultation with appropriate student representatives.
Chapter VII

The By-Laws

Section A. Adoption

1. These By-Laws shall be adopted when they are approved by a two-thirds vote of the School Assembly present at a meeting called for their consideration, providing that a quorum is present.

2. Upon adoption, these By-Laws shall be forwarded to the Dean of the College of Public Programs, 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.

Section B. Amendments

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

Section C. Review/Revision

These By-Laws shall be carefully reviewed in their entirety and appropriate amendments recommended to the Faculty every five years.

1. The review of the By-Laws will be performed at least every five 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.

2. This review and amendment process shall be completed during the fifth year.