

**BY-LAWS OF THE SCHOOL OF PUBLIC AFFAIRS AND
ADMINISTRATION (SPAA)
Rutgers, The State University of New Jersey,
Campus at Newark**

I. Membership

A. Members

In a given academic year all persons who hold appointments and are budgeted wholly or in part to the School of Public Affairs and Administration with the following titles are members:
Professor, Associate Professor, Assistant Professor, Lecturer, Instructor.

B. Voting Members

All instructional members of the School, at the ranks listed above, may vote in School elections and on matters of general program policy, curriculum, and courses of study.

C. Members on Leave

On questions of appointment, reappointment and promotion, the Dean will seek and encourage, whenever possible, participation from voting members on leave. Participation in such personnel issues must be in person.

II. Meetings

A. Frequency

SPAA shall hold at least three meetings each semester; the agenda shall be prepared by the Dean, who shall solicit items from the faculty. Special meetings may be called by the Dean or by written request to the Dean by three voting members.

B. Quorum

The quorum for meetings consists of fifty percent of the eligible voters.

III. School Dean

A. Appointment and Reappointment

The Dean is appointed for a specified term upon the recommendation of a search committee appointed by the Provost and the President. Faculty input as to appointment or reappointment of the Dean shall be solicited by the committee. The appointment or reappointment of the Dean is subject to the procedures and confirmation of the University and the Board of Governors.

B. Duties

It shall be the duty of the School Dean to have general administrative responsibility for the programs of the School; to plan with the members of the School a progressive program for the School; to evaluate continuously the instructional, research, and administrative processes of the School, and make appropriate recommendations to the Provost. In addition, following University procedures, the Dean initiates periodic evaluations of members of the School, appointing a tenured faculty member to chair each such evaluation of reappointment, promotion, indefinite tenure and dismissal; recommends appointments, reappointments, promotions, and dismissals; responds to a report of evaluations as required by the Provost and the University; sees that adequate supervision, advice, and training are afforded new members of the School and other members who might profit thereby; and generally promotes the effectiveness of the School, College, and University by every appropriate means.

C. Appointments by the Dean

The Dean is empowered to appoint an Associate Dean and other School members to assist in the administration of the Programs of the School, including but not restricted to: a Director for the Executive MPA Program, and a Director for the Ph.D. Program (to be recommended to the Dean of Graduate Programs/Provost, who is the appointing authority for this position). In addition, the Dean may appoint program directors as may be required by the School's other academic and self-sustaining programs. Such program directors shall have membership in the School.

D. Budget

The Dean shall have responsibility to develop the asking budget and

administer the current operating budget of the School.

E. Scheduling

The Dean also has the responsibility for scheduling of courses and assignment of faculty to teaching responsibilities, following, when possible, individual preferences; final readjustments of course assignments are to be made by the Dean. In principle, members should be informed of course assignments well in advance.

IV. Associate Dean

A. Appointment

The Associate Dean shall be appointed by the Dean.

B. Duties

It shall be the duty of the Associate Dean to work closely with the Dean and to serve as Dean of the School whenever the School Dean is unable to serve. The Dean may delegate administrative duties to the Associate Dean by mutual agreement of the persons concerned.

V. Program Directors

A. Appointments.

The Ph.D. Director; Executive MPA Director; and other Program Directors shall serve three-year terms. The Ph.D. Director is appointed by the Dean of the Graduate School/Provost upon the recommendation of the SPAA Dean.

B. Duties

Program Directors shall assist with the School's academic administration in the program areas thereto appointed. Of particular note, program directors shall be responsible for development and operation of admission and retention requirements of their respective programs. In addition, they assist the Dean with the development of the School's asking budget and program reports, and they may also be asked to represent their respective programs.

VI. Personnel Decisions

A. Reappointment and Promotion

All members below the rank of Professor shall be reviewed by members in academic ranks above them in matters of reappointment or promotion are raised.

B. New Appointments

Interviews and recommendations for tenure-track positions will be conducted by voting members holding the rank of Assistant Professor and above. The quorum for meetings consists of fifty percent of eligible voters.

C. Extension of Temporary Membership in the Nomination Process

In certain cases when a faculty position is being filled, it may be appropriate to have consultation of Instructors and Lecturers with appointments at SPAA and full-time University Faculty from cognate programs or Schools.

D. University Policies and Procedures

All personnel actions must be conducted in accordance with stated University policies and procedures.

VII. Standing Committees

Committees shall be appointed by the Dean, with a one-year (Academic Year) term beginning with the first meeting of the fall semester.

VIII. Amendments

Amendments to the By-Laws may be proposed in writing to the Dean for distribution with the agenda. The By-Laws are amended by a vote of a majority of the voting members.

IX. Adoption of By-Laws

These By-Laws shall become effective upon vote by a majority of voting members in active service, and supersede the By-Laws of the former Graduate Department of Public Administration.

Adopted: February 13, 2008