RUTGERS UNIVERSITY
School of Public Affairs and Administration

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

I. SPAA Executive Committee

A. Executive Committee Members

In a given academic year all persons who hold tenured or tenure-track 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, and Assistant Professor.

B. Voting Members

1. All faculty at the ranks listed above may attend executive committee meetings and vote on matters which come before SPAA Executive Committee with respect to general program policy, curriculum, and courses of study.

2. Only tenured and tenure-track members are eligible to vote on personnel matters, unless otherwise stated in Rutgers University policy.

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.

D. Executive Committee Meetings

The purpose of the Executive Committee is to set academic and general school policy.

1. Frequency

The SPAA Executive Committee shall hold a minimum of two meetings each semester; with these meetings scheduled at the beginning and end of each semester. Special meetings may be called by the Dean or by written request to the Dean by three voting members.

2. Quorum

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

II. SPAA Faculty Council

A. SPAA Faculty Council Membership

Membership of the SPAA Faculty Council includes all members of the SPAA Executive Committee, plus all non-tenure track faculty members, and faculty members with courtesy appointments. The dean may choose to invite individual staff on a non-voting basis to attend Faculty Council meetings.

B. SPAA Faculty Council meetings

The purpose of the Faculty Council is: 1) for information dissemination to the members from the Dean, the SPAA Executive Committee, and from other faculty members; and 2)

for all School members to have an outlet to provide input and advice to the Dean, Executive Committee, and other staff on issues important to the School; and vote on matters as appropriate.

1. Frequency
   SPAA shall hold at least three Faculty Council meetings a year; 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.

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

III. School Dean

A. Appointment and Reappointment
The Dean is appointed upon the recommendation of a search committee appointed by the Chancellor of Rutgers University-Newark and the President of the University. Faculty input as to appointment or periodic evaluation of the Dean shall be solicited. 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 Chancellor. 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 Chancellor 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, and University by every appropriate means.

C. Appointments by the Dean
The Dean is empowered to appoint School members to assist in the administration of the Programs of the School, including but not restricted to: Deputy Dean, a Director of the BA program, a Director of the MPA Program, and a Director of the Ph.D. Program. In addition, the Dean may appoint program directors as may be required by the School's other academic and self-sustaining programs.

D. Budget
The Dean shall have responsibility to develop the asking budget and administer the current operating budget of the School.

E. Scheduling
Program Directors in collaboration with the Senior Associate Dean of Students have 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. Deputy Dean

A. Appointment

The Deputy Dean shall be appointed by the Dean.

B. Duties

It shall be the duty of the Deputy 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 Deputy Dean by mutual agreement of the persons concerned.

V. Chair of Faculty Development

A. Appointment

The Chair of Faculty Development (hereafter Chair) shall be elected by a majority vote of the tenured and tenure-track faculty, with the consent of the Dean. The election should be held before the start of the academic year, and the vote will be anonymous. The Chair serves a one-year term, with the possibility of being reelected for three additional terms. The Chair should be a tenured faculty member of SPAA at the rank of Professor I or above. If no one at the required rank is available to serve, then the faculty may elect a tenured associate professor with preferably ten years or more in rank. If an appropriate faculty member is not available, or the Chair is on leave (for a year or less), the Chair's duties fall to the Dean.

B. Duties of the Chair of Faculty Development

The Chair is the representative of the SPAA faculty. The Chair's duties include: meeting annually with assistant professors to provide tenure and promotion guidance; conducting third-year reviews of assistant professors; coordinating tenure and promotion cases; conducting five-year reviews of post-tenure faculty; and coordinating merit reviews in the years when merit increases are available. The Chair will also coordinate the review and promotion of non-tenure-track faculty. The Chair will follow the responsibilities of a department chair as specified in Rutgers University's Academic Reappointment/ Promotion Instructions and related university rules and procedures. No other significant duties shall be assigned to the Chair unless approved by the faculty.

VI. Program Directors

A. Appointments

The PhD Director; MPA Director; BA Director, and other Program Directors shall serve three-year terms. The PhD Director is appointed by the Dean of the Graduate School/Chancellor 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 working budget and program reports, and they may also be asked to represent their respective programs.

VII. 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.

B. New Appointments
Interviews and recommendations for tenure-track positions will be conducted by voting tenure-track faculty 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 NTT faculty 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.

VIII. Standing Committees

Committees shall be appointed by the Dean, with a one-year (Academic Year) term, beginning with the first full meeting of the Executive Committee of the fall semester. Committees may include tenure and tenure track faculty, NTTs, and staff. However, only tenure and tenure track faculty shall have voting rights.

IX. Amendments

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

X. Adoption of Bylaws

These Bylaws shall become effective upon vote by a majority of voting members of the Faculty Council in active service, and supersede the former Bylaws of the School of Public Affairs and Administration.

Adopted: December 1, 2016; updated October 2021.