Department of Public Administration Bylaws

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**Preamble**

The Department of Public Administration is committed to the principles of shared governance and academic freedom. This commitment is based on a recognition that the collective good of the University requires mutual support of, and respect for, the differential role responsibilities of faculty, students and administrators at multiple levels of authority throughout the University decision making process. While definitions of roles and procedures described in this Bylaws are consistent with, but are superseded by various documents, such as the Constitution of the Portland State University Faculty (<https://www.pdx.edu/faculty-senate/sites/www.pdx.edu.faculty-senate/files/constitution.pdf>) PSU Faculty Governance Guide (<https://www.pdx.edu/faculty-senate/sites/www.pdx.edu.faculty-senate/files/FGG_revJan_23_2015.pdf>), collective bargaining agreements, Oregon Administrative Rules, etc., the faculty and administration of the Department of Public Administration endeavor to govern based on the spirit of accommodation among colleagues in a common enterprise.

# Article I Name

The organization herein defined shall be known as the Department of Public Administration (hereafter referred to as Department). It is one of three departments comprising the Hatfield School of Government (Criminology and Criminal Justice, Political Science and Public Administration).

# Article II Purpose

## A. Unit Mission Statement / Goals and Objectives

The Department of Public Administration at Portland State University is dedicated to preparing individuals for ethical, competent and effective public service in a range of roles in policy, management and leadership. We seek to improve practice by facilitating learning through community engagement, promoting scholarship, and encouraging reflection as we develop and work with leaders representing diverse communities across all domains of public service.

In addition to serving students who are enrolled in Departmental degree programs, Public Administration seeks to support the interdisciplinary program housed in the Hatfield School of Government.

## B. Authority of the Department as a Whole

As specified in the PSU Faculty Governance Guide. Article III.2. (<https://www.pdx.edu/faculty-senate/sites/www.pdx.edu.faculty-senate/files/FGG_revJan_23_2015.pdf>), faculty of the Department of Public Administration has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status (e.g. promotion & tenure), and those aspects of student life that relate to the education process.

## C. Authority of University Policies and College Bylaws Supersedes that of the Unit/Department

These Bylaws are intended to be consistent with University policies and College Bylaws. Whenever there appears to be an inconsistency, University policies and College Bylaws supersede those of the Department.

# Article III Members

The Department faculty is composed of tenure-related and non-tenure-related (NTT) faculty whose full-time equivalent is at least fifty percent teaching, research, or administration at the Department of Public Administration, Portland State University.

In addition, the Public Administration faculty includes adjunct faculty, joint appointed faculty, affiliated faculty and emeritus faculty as described in the following sections. These faculty shall be appointed in accord with prevailing university policies and practices and comply with the departmental guidelines outlined in the sections that follow. Each year the Department Chair shall provide the faculty with a list of all current part-time appointments in the categories below for their review and recommendations.

## A. Academic Ranks

### A.1. Tenure-related Faculty

The tenure-related faculty at the Department whose full-time equivalent is at least .50 FTE[[1]](#footnote-1) appointment teaching, research, or administration at Portland State University are the voting members of the Department.

Conditions of appointments of the tenure-related faculty are described in the **“***Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion, and Merit Increases***”** (Revised and reapproved April 7, 2014; Effective July 1, 2014), hereafter referred to as “*University P&T Guidelines*” (<http://www.pdx.edu/oaa/promotion-and-tenure-information>) and in the Department’s approved *Tenure, Promotion and Review Policies and Procedures* (hereby referred to as “*PA P&T Guidelines*” and approved by the Public Administration faculty in October 2014

(<https://docs.google.com/a/pdx.edu/document/d/1JqyJ_M2uDVgz9gy1ORYinSX7e1PCMl0FWiTGl_E5Yt8/edit?usp=sharing_eid&ts=56463d91>).

The above documents provide for the following ranks for the tenure-related faculty: Assistant Professor, Associate Professor, and Professor.

### A.2. Non-tenure-related Faculty

The non-tenure-related faculty at the Department whose full-time equivalent is at least .50 FTE annualized appointment teaching, research, or administration at Portland State University are the voting members of the Department.

Conditions of appointments of the non-tenure related (NTT) faculty are described in the **“***Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion, and Merit Increases***”** (Revised and reapproved April 7, 2014; Effective July 1, 2014), hereafter referred to as “*University P&T Guidelines*” (<http://www.pdx.edu/oaa/promotion-and-tenure-information>) and in the Department’s approved *Tenure, Promotion and Review Policies and Procedures* (hereby referred to as “*PA P&T Guidelines*” and approved by the Public Administration faculty October 2014

(<https://docs.google.com/a/pdx.edu/document/d/1JqyJ_M2uDVgz9gy1ORYinSX7e1PCMl0FWiTGl_E5Yt8/edit?usp=sharing_eid&ts=56463d91>).

The above documents provide for the following ranks for the non-tenure-related faculty: Instructor, Senior Instructor I, Senior Instructor II, Research Associate, Senior Research Associate I, Senior Research Associate II, Research Assistant Professor, Research Associate Professor, Research Professor, Assistant Professor of Practice, Associate Professor of Practice, Professor of Practice, Fellow.

### A.3. Adjunct Faculty

Adjunct Faculty are defined as individuals who teach courses or conduct research within the Department, but who are not tenured or tenure-track faculty and not above a 0.50 FTE appointment. These individuals hold a doctoral or other advance degree or have comparable experience in the discipline and achieved recognized status in their fields of practice deemed acceptable to the Department Chair. Adjunct faculty may be proposed by the voting faculty or the Department Chair. The Department Chair or her/his designee shall review the vitae for each individual proposed to adjunct rank as specified in the AFT Collective Bargaining Agreement (<http://www.pdx.edu/academic-affairs/sites/www.pdx.edu.academic-affairs/files/AFTCBA-CBA-9-15-16_Formatted_signatures.pdf>). The Department Chair has the final authority in determining the appointing of the adjunct faculty.

Adjunct faculty are not voting faculty of the Department.

### A.4. Joint-Appointment Faculty

Joint-Appointment Faculty are defined as PSU faculty members who participate in activities of the Department. Recommendations on Joint-Appointments may be made by a majority vote of the voting faculty of the Department. Requests for Joint-Appointment Faculty status can be initiated by the individual or by recommendation of voting faculty of the Department. Joint-appointment faculty may be above 0.50 FTE within the Department, and if the person makes the PA Department their tenure home, then shall be considered voting faculty, having all rights and responsibilities of voting faculty, or they may be below 0.50 FTE in the Department or elect another Department for their tenure home and be considered non-voting faculty in the Public Administration Department.

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### A.5. Affiliated Faculty

Affiliated Faculty are defined as any faculty outside of the Department of Public Administration and outside of other academic departments on campus of any rank, faculty at other public or private universities, or community professionals with appropriate degrees or community experience deemed acceptable by the Department’s voting faculty. Individuals are elected to Affiliated Faculty status by a majority vote of the voting faculty of the Department. Requests for Affiliated Faculty status can be initiated by the individual or by a recommendation of voting faculty of theDepartment. An Affiliated Faculty appointment is non-remunerative and requires a signed Notice of Appointment as an “Affiliated Faculty’.

Affiliated Faculty shall

* be subject to the rules and regulations stated within the Notice of Appointment and by Human Resources.
* be eligible to serve as members of student examination, thesis, and dissertation committees,
* be eligible to chair student examination, thesis, and dissertation committees, with the approval of Department voting faculty, and
* be reviewed every 3 years by the Chair or his/her designee to evaluate the individual’s participation and desire to maintain Affiliated Faculty status.

Affiliated Faculty do not have a rank or title within the Department other than “Affiliated Faculty,” and are not voting faculty of the Department.

**A.6. Emeritus Faculty**

Emeritus status may be awarded upon retirement in recognition of outstanding performance. The Public Administration faculty is willing to consider all tenure and tenure related faculty for such honors. In addition, the faculty is willing to consider NTTF for emeritus status. Also, the faculty is willing to consider administrators with faculty tenure appointments in Public Administration for emeritus status on a case by case basis. In all cases, a candidate seeking emeritus status should follow the time line associated with the Department Promotion and Tenure Guidelines including notice, preparation of requested materials, and establishment of a review committee and reporting and University review.

## B. Member Rights and Responsibilities

### B.1. Voting

Tenure related faculty and non-tenure related (NTT) faculty with at least a .50 FTE in the Department of Public Administration at PSU are voting faculty of the Department.

Joint appointment faculty must be above 0.50 FTE within the Public Administration Department and make the Public Administration Department their tenure home to be considered voting faculty with all the rights and responsibilities of voting faculty.

Adjunct, affiliated and emeritus appointment faculty are non-voting faculty of the Department.

### B.2. Adhering to unit code of conduct

The Department of Public Administration subscribes in full to Portland State University’s Faculty Code of Conduct (<https://www.pdx.edu/dos/psu-faculty-code-conduct>). It does not have an additional unit code of conduct.

### B.3. Attending meetings

Voting faculty are required to attend Department-wide faculty meetings, as defined in Article VI A.

### B.4. Participating on committees

Voting faculty are required to participate on committees they are appointed to serve.

# Article IV Department Chair

## A. Responsibilities

The Chair is the chief administrative official for the Department. The Chair has responsibility for (a) all actions required of Departmental Chairs by the University; and (b) such additional activities as delegated by the Dean of the College of Urban and Public Affairs. This includes but is not limited to managerial functions related to personnel, budget, staff and scheduling, office space, and the implementation of Department policy. The Department Chair manages a centralized budget consisting of income, expenditures, and personnel for the Department.

Department Chair hires the Department administrative staff and supervise them for assigned duties. The Department Chair may delegate responsibility for supervising all Department administrative staff for the day-to-day operations of the Department to an Office Manager. Staff may be reassigned temporarily or permanently in the best interests of the Department.

1. The Department Chair has external responsibilities in representing the unit to other departments and administrative units on campus and insuring departmental compliance with processes and procedures emanating from other units, including but not limited to, the Hatfield School Director, Office of the Dean, Human Resources, Graduate Studies, the Business Office and Registrar’s Office.
2. The Department Chair may have more specific responsibilities that are enumerated in the position description and letter of appointment accompanying formal selection by the Dean. These documents shall be kept on file by the Office of the Dean.

## B. Eligibility

All tenured faculty in the Department are eligible to be elected as the Department Chair.

## C. Selection, and Election Procedure

The selection, and election procedure of the Department Chair shall follow the procedures prescribed in the Faculty Governance Guide, Article III, Section 4 (<http://www.pdx.edu/faculty-senate/sites/www.pdx.edu.faculty-senate/files/FGG%20Oct%2013%202015.pdf>).

In the matter of election of Department Chair, the PA Department will, in the final year of a Chair’s three year term or, solicit nominations for Chair in February, expect presentation by nominees to the faculty in March, vote in April and announce results within the next month. If a vacancy occurs, a similar process will be followed.

Voting for Chair will be by secret ballot with sufficient notification for all faculty to vote. Voting by proxy or absentee ballots or electronic tally is allowed. A simple majority of faculty eligible to vote is sufficient.

An independent entity acceptable to the faculty shall be named to tally votes in the election of Department Chair.

Upon the election of the Department Chair as specified in the Faculty Governance Guide, Article III, Section 4, and before the Dean forwards the Faculty’s choice for Department Chair to the Provost, the Dean may consult with the Faculty of the Department on the choice of Department Chair in a Department-wide faculty meeting.

## D. Term of Service

### D.1. Lengths of Service

The Department Chair shall serve a stated term of three (3) years as specified in the Faculty Governance Guide, Article III, Section 4 (<http://www.pdx.edu/faculty-senate/sites/www.pdx.edu.faculty-senate/files/FGG%20Oct%2013%202015.pdf>). The Department Chair is eligible for re-election for multiple terms.

### D.2. Absences and vacancies

#### D.2.a. Proxy

When the Chair will not be available for more than two consecutive business days, another faculty member must be designated by the Chair as a proxy for signatures and other department and college business.

#### D.2.b. Procedures for electing acting/interim Department Chair

In the event there is a need to elect an acting/interim chair, the Department will follow the procedures outlined in Article IV, C.

## E. Procedures for Performance Review/Evaluation

The Department Chair is evaluated following the University procedure described in the Department Chair Handbook, Section F. (<https://docs.google.com/document/d/1HlpqbuRqzvcb8885hFKQftDd0HDe9Mto4uYb2fmb37s/edit#heading=h.gma0p5jo39dm>).

## F. Removal

The Chair may be removed before the end of a three-year term by a two-thirds vote of the faculty.

# Article V Evaluation of Members’ Performance

The Department shall carry out evaluations of Adjunct Faculty, Non-tenure track (NTTF) and tenure-related faculty for promotion, tenure, post-tenure, merit and emeritus review in a manner consistent with the "Public Administration Policies and Procedures for the Evaluation of Faculty” (<https://drive.google.com/a/pdx.edu/file/d/0B5bgqMvnzLigdEg3czhpUTZVcElFckVFc09tTVVOcnJJckNF/view?ts=56463dda>)<http://www.pdx.edu/academic-affairs/sites/www.pdx.edu.academic-affairs/files/PT%20Guidelines%20%205-12-2014_0.pdf> ) These policies and procedures are intended to be consistent with the University Procedures for reviewing Adjunct Faculty, Non-tenure track (NTTF) and tenure-related faculty for promotion, tenure, post-tenure review and merit increases.

# Article VI Meeting of the Unit as Whole

## Definition of “Meeting of the Unit as a Whole”

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##  “Meeting of the Whole” is defined as regularly scheduled meetings called to conduct the faculty’s business, specially called meetings to process hiring, tenure and promotion decisions, and meetings called to respond to requests or address issues raised by the Hatfield School, the Office of the Dean, OAA or other central administrative units of the University.

## Schedule and Agenda

The Department Chair will schedule Department-wide faculty meetings periodically but not less than three meetings per year.

The faculty will contribute to the agenda of faculty meetings. The Department Chair shall generate the agenda and circulate it no later than 48 hours in advance of the meeting.

## C. Process and Quorum

The Department Chair shall be the presiding officer at Department-wide faculty meetings.

A quorum shall be defined as follows: a quorum shall be a simple majority of the eligible voting faculty who are present in person or virtually. This definition shall apply for regular as well as special faculty meetings, providing that notice of such meetings was duly circulated to all faculty members at least two business days before the date of the meeting.

Minutes of the meeting shall be recorded, approved by the faculty and stored with access for all faculty.

## D. Voting Protocols

Voting privileges for matters unrelated to promotion and tenure decisions (e.g. curriculum, competencies, awards) are extended to all faculty with appointments of 0.50 FTE or greater.

In situations in which a confidential vote of the faculty is required the Department Chair shall appoint a member of the voting faculty to serve as Secretary of the Faculty to conduct necessary elections. The Secretary of the Faculty will send out an announcement indicating that an election will be held and the nature of the vote. Voting outcomes are decided by a simple majority of the total votes cast. A minimum of one full week from the time the ballot goes out will be allowed for voting. The Secretary of the Faculty will count the votes the day after the voting deadline; any interested faculty can observe the count. The Department Chair will announce the results of the election to the faculty.

# Article VII Advisory Groups

1. **Purpose**

The Public Administration Program places a high value on advice from the various constituency groups it serves, including students, community associations, public service professionals and public and nonprofit organizations and jurisdictions responsible for co-producing the public good. This advice is important for continuous quality improvement of our teaching, our curriculum, our research and service to the community.

1. **Standing and/or Ad Hoc Groups**

1. Professional-sponsored Groups and those Recognized by the Portland State University Student Association - The Department will appoint a faculty advisor for each student group that is recognized by the Portland State University Student Association or formed as a subsidiary of a national professional association.

2. Ad Hoc Groups – From time to time the department may appoint Ad Hoc Groups to address specific program issues or to support a program specialization.

3. Department Standing Committee – The Department Chair may create a standing committee of community members and organizations to advise the Chair on issues related to the department mission.

1. **Members Selection Process and Terms of Service**
2. Professional-sponsored groups and those recognized by the Portland State University Association – Membership selection and terms of service are governed by the rules of the parent organization.
3. Ad Hoc Groups – Membership and terms of service shall be determined by the Program Director in consultation with the faculty who has lead responsibility for the activities most affected by the mission of the Ad Group being formed.
4. The Department Advisory Committee – The Department Chair shall appoint members of the Department Advisory Committee after consulting with members of the faculty in a regularly scheduled meeting. Committee members shall serve for a 3 year term and be eligible for reappointment.

# Article VIII Committees

Committees and committee service are important in the life of the Public Administration Department. Both as a duty and an opportunity, Committees are the way the Department accomplishes much of the work of the Department. Committees often act for and in the interests of the faculty as a whole. As such, there are several principles guiding committee membership and service. In developing committees the Chair should: consider faculty interest, balancing work and load among faculty, providing equitable opportunity, attend to rights and responsibilities of various categories of faculty appointment, and encourage rotation of service among faculty members. These general principles are informed by committee guidance below.

The Department Chair will select members to committees after consulting with the faculty. Once the Department Chair fills the membership of Standing Committees, the faculty shall vote to confirm membership. Membership and service on ad hoc committees will be determined by the Department Chair and reported to the faculty. (NOTE: Faculty search committee is a standing committee)

The Public Administration Department has the following Standing Committees: Curriculum, Admissions, Assessment, Faculty Searches, and Awards & Scholarships. Ad Hoc committees are created as needed for limited duration.

## A. Curriculum Committee

The Curriculum Committee advises and make recommendations to the faculty in matters pertaining to the undergraduate and graduate curriculum (i.e., curriculum development, review, and revision). Specifically, the committees shall:

* Develop and recommend policies related to the curriculum,
* Review and make recommendations to the faculty concerning proposals for changes in existing programs, courses and degree requirements,
* Review and make recommendations to the faculty concerning program competencies and alignment of these competencies with the curriculum as a whole and specific courses,
* Review and make recommendations to the faculty concerning proposals for new programs and courses,
* Periodically review and make recommendations concerning existing programs and courses,
* Oversee the implementation of curricular requirements including but not limited to course scheduling, distribution of core courses and electives, and percent of courses taught by adjuncts versus tenure-related and NTTF faculty,
* Report on their activities at faculty meetings, and
* Review and approve/disapprove student petitions regarding courses and curriculum. The Committee may choose to delegate this authority for specific kinds of petitions to the Chair and/or faculty advisors.

### A.1. Composition

The Curriculum Committee will consist of at least 3 Department voting faculty appointed for staggered terms of 2 academic years’ duration by the Department Chair. The committee shall include one graduate student when possible. At least 2 of the members of each committee must be voting faculty. At the last faculty meeting of each academic year, the term of one faculty member and the student member will expire, and a new faculty member and a new student member shall be appointed by the Department Chair. In the event of an unexpected vacancy, replacement members shall be appointed by the Chair.

### A.2. Operating Procedures

The Curriculum Committee is an academic year committee, with meetings to be scheduled as needed. The committee shall select a committee chair at the first meetings. In the event no chair can be selected for a committee, the Department Chair will appoint a chair of the committee. The Curriculum Committee shall have responsibility for reviewing all curricular matters referred to it by the Faculty, the Department Chair, or the Dean of the College of Urban and Public Affairs. Course and program proposals will be reviewed according to the University guidelines

## B. Admissions Committees

The Admissions Committee will evaluate the applications and will make admissions recommendation to the Department Chair. The Department shall constitute one or more Admission Committees to accommodate the needs of the multiple degree programs offered by the Department.

### B.1. Composition

Admission committees shall consist of at least 3 Department voting faculty members to be appointed by the Department Chair for a period not to exceed three years.

### B.2. Operating Procedures

The Admissions Committees are academic year committees, with meetings to be scheduled as needed. The committee shall select a committee chair at the first meetings. In the event no committee chair can be selected for a committee, the Department Chair will appoint a chair of the committee. The Admissions Committee shall have responsibility for reviewing student applications for all graduate programs according to the Department and University admission guidelines.

## C. Faculty Search Committees

The Department Chair will appoint Faculty Search Committees as needed. These Committees will follow University guidelines for ethical hiring practices. Each Search Committee, in collaboration with the Department Chair, and with the input from all PA Faculty, will develop the position description(s). The Search Committees, based on the input from Faculty, students and community members, will provide the Department Chair with a written analysis of the strengths and weaknesses of each candidate interviewed. The Search Committee may also elect to rank qualified candidates and seek the advice of the full faculty. The Department Chair, upon consultation with the Dean, will make an offer to a candidate.

### C.1. Composition

Faculty search committees will be comprised of at least 3 Department voting faculty. The committee members will be selected by the Department Chair and will serve for the duration of the search. If the Department Chair does not appoint a chair of the search committee, the members will select a chair on its first meeting. Each search committee will include one (1) student representative from a degree program associated with the Department. A community member will serve as ex-officio member when possible. The student and community member will be recruited by announcement by email to the student body and solicitation of interest by committee members. The committee will select the student representative and community member. The role of the student representative and community member will be to provide input on faculty candidates. Coordinator of the interdisciplinary program, and/or the representative of the Centers and Institutes at the Hatfield School of Government may serve as ex-officio member if appropriate.

### C.2. Operating Procedures

The committee will meet as needed within the timeline required by the search. We commit ourselves to hire, promote and retain faculty with diverse backgrounds including degree granting institutions.

## D. Awards and Scholarships Committee

An Awards and Scholarships Committee will appointed by the Department Chair as needed. This committee will identify students deserving of specific awards and scholarships.

### D.1. Composition

The number of committee members and the duration of service will be determined by the Department Chair depending upon the number of student scholarships and awards.

### D.2. Operating Procedures

Meetings shall take place as needed to evaluate applicants for specific student awards and scholarships available to Department of Public Administration students. The committee shall establish and/or review criteria to be used in determining student selection for these awards/scholarships. These criteria shall include, but are not limited to, academic performance, Department of Public Administration faculty recommendations, and written statements by the applicants and external letters of recommendation.

## E. Assessments Committee

**E.1. Purpose and Scope**

The Assessments Committee strengthens our performance as a learning community by creating strategies and providing strategic oversight to measure the impact of the curriculum and instruction on student learning and development.  The Committee advises and makes recommendations to the faculty regarding the assessment of undergraduate and graduate student performance toward attainment of program-level competencies and learning goals. The assessment strategies and oversight developed by the Committee will support the Department self-study and program accreditation efforts.

**E.2. Composition**

The Assessments Committee shall consist of at least three Department voting faculty members appointed by the Department Chair in consultation with the faculty for staggered terms of three academic years duration. At the last faculty meeting of each academic year, the term of one committee member will expire, and a new member shall be appointed by the Department Chair.  In the event of an unexpected vacancy, replacement members shall be appointed by the Chair in consultation with the faculty to serve out the remainder of the academic year.

**E.3. Operating Procedures**
The Assessments Committee is an academic year committee, with meetings to be scheduled as needed.  The Committee shall select a committee chair at the first meeting.  In the event no committee chair can be selected for the Committee, the Department Chair will appoint a chair of the committee. The Committee develops strategies and strategic oversight regarding ongoing, program-level assessments; measurement models; and assessment data collection. The Committee should seek out and leverage resources from the University.

## F. Ad Hoc Committees

The Department Chair shall appoint members to serve on various ad hoc committees that may be needed to undertake the work of the Department.

# Article IX Ratification, Distribution and Amendment of Bylaws

## A. Procedure for Ratification and Approval of Bylaws

These Bylaws of the Department of Public Administration is ratified by a majority vote of voting-faculty.

## B. Effective Date

These Bylaws shall become effective when formally approved by the Office of Academic Affairs.

## C. Distribution

A current copy of the Bylaws shall be maintained in the department office at all times and made available to all faculty.

## D. Amendment

The amendment to the Bylaws of the Department of Public Administration, require a majority vote of voting faculty, and any modifications thereto, must be approved by the Dean and Provost.

## E. Frequency of Review

This Bylaws shall be periodically revised to ensure compliance with University guidelines.

# Appendices

1. This document uses a standard of 0.50 FTE for a nine-month appointment. Note that .4 FTE annualized FTE is equivalent to .5 FTE for a nine-month appointment. This is consistent with the University Faculty Governance Guidelines that restrict faculty from having multiple voting rights in multiple units on matters of university faculty governance. [↑](#footnote-ref-1)