

Andrew Young School of Policy Studies  
Georgia State University  
Approved: March 3, 1997  
Revised/Approved: April 12, 2012  
Revised/Approved: April 25, 2013

## **BYLAWS**

### **ARTICLE I. PURPOSES**

**Section 1.** These Bylaws shall serve to provide the necessary rules governing the composition, organization, and procedures of the School of Policy Studies.

**Section 2.** These Bylaws shall enable the Faculty of the School of Policy Studies to implement effectively the authority granted to it by the Statutes of Georgia State University and by the Policies of the Board of Regents, University System of Georgia.

### **ARTICLE II. COMPOSITION OF THE FACULTY**

**Section 1.** The Faculty of the School of Policy Studies shall consist of the Dean of the School of Policy Studies, chairs and directors of academic units, and all individuals who hold the rank of professor, associate professor, assistant professor, professor of practice, research professor, research associate professor, research assistant professor, research associates, academic professional, clinical professor, clinical associate professor, clinical assistant professor, clinical instructor, or instructor in the School. The President and the Senior Vice President for Academic Affairs and Provost of Georgia State University shall be ex officio members of the Faculty of the School of Policy Studies. Georgia State University Faculty members holding joint appointments within the School shall be members of the Faculty of the School of Policy Studies provided that: 1) the appointment has been made by the Senior Vice President for Academic Affairs and Provost as provided for in the University's policies and procedures, and 2) the Dean of the School has recommended and the involved department(s) has approved granting Faculty status for the individual. Except as otherwise provided in this Section, adjunct faculty, emeriti, faculty employed beyond retirement, limited term faculty, temporary instructors, and part-time faculty may attend faculty meetings as indicated in Article III, Section 2 of these Bylaws, but may not vote, hold office or, except in an advisory capacity, serve on committees of the School unless otherwise stipulated in the Bylaws.

**Section 2.** Appointments of the administrative, research, and teaching faculty of the School of Policy Studies shall be recommended by the Dean,

through appropriate administrative channels, to the President for approval by the Board of Regents.

### **ARTICLE III. MEETINGS OF THE FACULTY**

**Section 1.** The Faculty of the School of Policy Studies shall hold at least one regular meeting during the fall and spring semesters, and will meet during the summer semester as needed. The regular meetings shall be held on dates to be determined by the Dean of the School and announced at the beginning of the fall semester each year; provided, however, that the Faculty at any regular meeting may, by majority vote, a quorum being present, establish the date of the next regular meeting. Special meetings may be called by the Dean of the School on the Dean's own initiative or must be called upon a petition signed by twenty percent of the voting members of the Faculty, as defined in Article II, Section 1. At least three days prior to any special meeting, except in an emergency, the Dean shall notify each Faculty member of such meeting and its purpose.

**Section 2.** Only members of the Faculty of the School of Policy Studies have the privilege of voting, and non-members of the Faculty shall have the privilege of the floor only when specifically provided for by the Faculty. The Dean may invite guests, including faculty whose appointments are in other colleges of the university and administrators without faculty rank in the School for special purposes pertaining to their responsibilities. Such guests may be granted the privilege of the floor, but may not vote.

**Section 3.** The presiding officer of both regular and special meetings shall be the Dean of the School. In the absence of the Dean, the presiding officer shall be a person designated by the Dean.

**Section 4.** A Parliamentarian shall be appointed by the Dean of the School from the membership of the Faculty. The Parliamentarian shall serve as final arbiter on parliamentary law and procedure and shall advise the presiding officer prior to rulings on controversial questions.

**Section 5.** The order of business at all specially called meetings shall be restricted to the consideration of the matter(s) stated in the call of the meeting.

**Section 6.** At all meetings of the Faculty, a minimum of fifty percent of those faculty members entitled to vote, as defined in Article II, Section 1, shall constitute a quorum for the transaction of business, and no decisions requiring Faculty action shall be made without the vote of a majority of the Faculty members present and entitled to vote.

**Section 7.** The Dean shall submit to the Faculty Affairs Committee a proposed faculty meeting agenda. The Faculty Affairs Committee may add additional items that pertain to faculty jurisdiction. The Faculty, by a two-thirds (2/3) majority, may vote to suspend committee review of a specific matter and act as a committee of the whole. Special committees may be appointed only where standing committees do not have jurisdiction. On such matters, the committee shall report to the Faculty its recommendation(s) by the next regular Faculty meeting or as soon as practical.

**Section 8.** The Secretary shall be elected by the Faculty at the regular meeting in the spring quarter to serve for one (1) year, and may be reelected. Minutes of Faculty meetings shall be recorded by Dean's office administrative staff and prepared in draft form for the Secretary, who shall certify and sign the minutes prior to distribution. A copy of the minutes shall be furnished, either in electronic or paper form, to each member of the Faculty at least ten (10) working days in advance of the next regular meeting.

**Section 9.** In the absence of specific rules adopted by the Faculty, meetings shall be conducted in accordance with Robert's Rules of Order, latest edition.

#### **ARTICLE IV. POWERS AND DUTIES OF THE FACULTY**

**Section 1.** The Faculty of the School shall be empowered:

- a. to exercise legislative authority over all matters assigned to the Faculty of the School by the Statutes of Georgia State University;
- b. to adopt such procedures, rules, regulations, and bylaws regarding matters under its jurisdiction as it may deem necessary and proper. Bylaws shall be subject to such approval as may be specified by the Statutes of Georgia State University;
- c. to elect or approve members of the School committees as specified elsewhere in these Bylaws;
- d. to delegate certain defined responsibilities within its jurisdiction to appropriate committees for study, consideration, and recommendation to the Faculty;
- e. to determine, in a manner consistent with the Statutes of Georgia State University and procedures of the School, the curriculum of the School;

- f. to establish academic regulations governing requirements for degrees; and
- g. to perform such other duties as are consistent with the Statutes of Georgia State University.

## **ARTICLE V. POWERS AND DUTIES OF OFFICERS OF THE SCHOOL**

**Section 1.** The Dean shall have the powers and responsibilities as are stipulated in the Statutes of Georgia State University for deans of colleges (Article VIII, Section 2).

**Section 2.** It shall be the duty of the Dean of the School to preside over meetings of the Faculty and to conduct such meetings in accordance with the rules of procedure prescribed in these Bylaws. The Dean shall present to the Faculty for its consideration any matter within its jurisdiction as prescribed by these Bylaws, the Statutes of Georgia State University or by the Policies of the Board of Regents, University System of Georgia, and shall present to the Faculty such information about the School and the University as the Dean considers appropriate.

## **ARTICLE VI. FACULTY AFFAIRS COMMITTEE**

**Section 1.** The Faculty Affairs Committee shall be composed of five (5) elected Faculty representatives. The Dean and the Associate Dean(s) are ex officio, non-voting members of the Faculty Affairs Committee.

**Section 2.** Faculty representatives on the Faculty Affairs Committee shall serve for terms of two (2) years, but their terms shall be staggered so that the term of not more than three (3) members shall expire at the same time.

**Section 3.** The five (5) Faculty representatives shall be composed of one representative from each academic unit (Criminal Justice & Criminology, Economics, Public Management & Policy, and Social Work) and one representative from the School at large. The at-large representative shall: 1) not come from the same unit in consecutive terms, 2) be nominated by the Faculty Affairs Committee and 3) be elected by the Faculty.

Faculty members must have at least three (3) years of faculty service at Georgia State University, as defined in Article II, Section 1, as of the time they would take office. The Chairperson shall be elected from among the Faculty members of the Committee for a one-year term, effective at the end of Spring Quarter, and may be reelected.

**Section 4.** The Faculty Affairs Committee shall meet regularly and not less than once a semester. Upon receipt of a petition signed by three (3) members of the Faculty Affairs Committee, the Chairperson shall call a special meeting of the Committee.

**Section 5.** In all meetings of the Faculty Affairs Committee, three (3) elected members must be present in order for business to be conducted.

**Section 6.** The role of the Faculty Affairs Committee shall be to provide a channel through which faculty issues and policies may be addressed. The agenda for Faculty Affairs Committee meetings will be determined jointly by the Chairperson of the Committee and the Dean, with the Chairperson being the final authority in deciding which items will actually be on the agenda. Matters of concern to Faculty members and matters on which the Dean desires advice will be on the agenda. Consideration of proposed administrative policies and procedures and budget issues will routinely be items on the agenda.

**Section 7.** The Faculty Affairs Committee shall have the following duties and responsibilities:

- a. to report its actions at each regular meeting of the Faculty;
- b. to supervise all elections for members of standing committees;
- c. to make nominations, which can be supplemented by nominations from the floor, for each vacant position on elected standing committees;
- d. to initiate the election of appropriate ad hoc faculty committees within the departments when necessary for the triennial evaluation of the heads of those academic units, as called for in the Statutes of Georgia State University;
- e. to initiate, under the supervision of the Senior Vice President for Academic Affairs and Provost, the election of the ad hoc committee to evaluate the Dean of the School, as called for in the Statutes of Georgia State University;
- f. to establish faculty appeals committees as specified in Article X, Section 2;
- g. to present motions to the Faculty to amend the School Bylaws.

## **ARTICLE VII. MANAGEMENT COMMITTEE**

**Section 1.** The Management Committee shall be composed of the Dean, the Associate Dean(s), the chairs and directors of academic units, the directors of research centers, and other administrators and faculty that the Dean appoints to the Committee. The Dean shall serve as the chairperson of the Management Committee.

**Section 2.** The Management Committee will advise the Dean on administrative, budgetary, and planning issues.

## **ARTICLE VIII. ACADEMIC PROGRAM COMMITTEE**

**Section 1.** The Academic Program Committee shall have jurisdiction over the undergraduate and graduate curricula of the School of Policy Studies, including program policy, curricular modifications, and academic standards. The Committee serves as the planning and research arm of the School with respect to all matters pertaining to academic programs.

- A. The Committee shall be responsible for monitoring the overall direction and growth of the School with respect to academic programs.
- B. Chairs and directors of academic units shall submit proposals for curricular modifications to the Committee. After due consideration of such proposals, the Committee shall submit its recommendations to the Faculty for consideration.
- C. The Committee shall be responsible for developing and evaluating policies dealing with academic issues within the School.

**Section 2.** The chairperson of the Committee will be appointed by the Dean for a two-year term. In addition to the chairperson, the Committee shall consist of four (4) faculty members, one from each of the academic departments, elected by the Faculty from a slate of nominees prepared by the Faculty Affairs Committee. Nominations may also be made from the floor. Terms of election shall be for two (2) years and shall be staggered.

## **ARTICLE IX. COMMITTEE ON PROMOTIONS AND TENURE**

**Section 1.** The Committee on Promotions and Tenure shall maintain administrative procedures for the promotion and tenure process in the School consistent with the university promotion and tenure manuals and Statutes of

Georgia State University, and shall receive appropriate information on each candidate and forward to the Dean its recommendations regarding promotion and tenure for each candidate.

**Section 2.** The Committee shall be composed of five (5) tenured Faculty members who will not be candidates for promotion during the academic year of service. Each academic unit (Criminal Justice & Criminology, Economics, and Public Management & Policy, and Social Work) shall elect a unit-representative. The fifth member, who will serve as the chair of the committee, shall come from the School at large and will be subject to the following provisions: 1) shall not come from the same unit in consecutive terms, 2) shall be elected by the Faculty during a regularly scheduled Fall Faculty meeting from a slate of candidates nominated by the Faculty Affairs Committee (nominations may also be made from the floor). Chairs of academic units shall not be eligible to serve on the Committee on Promotion and Tenure. The term of office for all members is three years. The terms of the members shall be staggered.

## **ARTICLE X. COMMITTEE ON FACULTY APPEALS**

**Section 1.** Membership. The Faculty Appeals Committee shall consist of four (4) tenured AYS faculty members. One member shall be elected from the faculty of each AYS unit (Criminal Justice & Criminology, Economics, Public Management & Policy, and Social Work). Members shall be elected to staggered two year terms at the spring AYS faculty meeting.

### **Section 2.** Duties and Functions.

The committee shall:

- a) where not superseding existing college or university policy, provide an impartial hearing to any member of the faculty who lodges a complaint with the Dean on any matter concerning that faculty member's employment relationship, other than matters involving removal of a faculty member for cause, or renewal of a faculty employment contract. When a faculty member has lodged a complaint with the Dean and is not satisfied with the decision thereon, such faculty member shall, on written request to the Faculty Appeals Committee, have the right to a fair and impartial hearing before a hearing panel consisting of the three committee members not tenured in the complainant's home department;
- b) conduct the hearings in accordance with Article XI, Section 25 of the Statutes of Georgia State University;
- c) engage in annual perusal of the appeals procedure and the Faculty Appeals Committee procedure for necessary revision and/or appropriate dissemination of information to the faculty.

## **ARTICLE XI. STUDENT APPEALS COMMITTEE**

**Section 1.** Membership. The Student Appeals Committee shall consist of four (4) faculty members. One member shall be elected from the faculty of each AYS unit (Criminal Justice & Criminology, Economics, Public Management & Policy, and Social Work). Members shall be elected to two year terms.

**Section 2.** Duties and Functions. The committee shall:

- a) review annually student appeals procedures in AYSPS for compliance with University policy and for necessary revision and/or appropriate dissemination of information to students and faculty;
- b) hear cases of academic dishonesty and grade appeals originating in AYS-taught courses;
- c) at the request of the Dean, identify three (3) of its faculty members and one (1) ad-hoc student to serve as an advisory panel to the Dean in grade appeal cases where the Dean wishes to have such an advisory panel. The student appointed must be enrolled at the same degree level as the student making the appeal and not be in the unit from which the appeal originated;
- d) In cases of academic dishonesty, the hearing panel members will be selected on a case-by-case basis in accordance with the University Student Appeals and Policy and Procedures, and will also include one (1) student member. The faculty member from the unit in which the complaint originated shall not be eligible to serve on that panel. The student appointed must not be in the discipline of the student who was charged with academic dishonesty.

## **ARTICLE XII. SPECIAL COMMITTEES**

**Section 1.** The Faculty shall present any matters not covered by standing committees to the Faculty Affairs Committee for its consideration. The Dean of the School of Policy Studies and/or the Faculty Affairs Committee is empowered to create special ad hoc committees when deemed necessary to deal with matters not within the jurisdiction of a standing committee, as determined by the Dean and/or Faculty Affairs Committee.

**Section 2.** At the written request of the Dean, the Faculty Affairs Committee shall appoint a Faculty Appeals Committee, comprised of 3 faculty members holding rank at or above person making the appeal, the majority of which shall come from outside his/her unit to hear appeals from individual faculty members as a part of the regular appeals process of the School of Policy Studies, which is in accordance with Article XI of the Statutes of Georgia State University. Such committees are to exist only until their assigned task is completed and a recommendation has been made in writing to the Dean.



## **ARTICLE XIII. ELECTIONS, TERMS OF OFFICE, AND OTHER MATTERS**

**Section 1.** Unless otherwise specified in these Bylaws, all committee elections and appointments shall normally take place during the regular spring semester meeting of the School of Policy Studies Faculty, such elections becoming effective at the end of the semester. Initial elections, if held other than during the spring semester, shall be considered as having occurred during prior spring semester. Nominations submitted by the Faculty Affairs Committee shall be distributed to the Faculty at least one week before the spring semester meeting; except as otherwise provided in these Bylaws, nominations may be made from the floor for Faculty membership on elected standing committees.

**Section 2.** Unless otherwise specified, any individual Faculty member may be reelected or reappointed to the same committee or the same committee chairperson position. Unexpected vacancies shall be filled by election at the next Faculty meeting following the occurrence of the vacancy, or by appointment, as appropriate. The representative elected or appointed to fill the vacancy shall serve until the end of the unexpired term.

**Section 3.** Each committee shall determine the frequency and schedules of its meetings but shall meet not less than once each quarter during the academic year. Meetings may be called by the chairperson or by a majority of the membership of the committee. Meetings shall be conducted according to the latest edition of Robert's Rules of Order. Unless otherwise specified, a quorum shall consist of a majority of the members of a committee.

**Section 4.** A copy of the minutes of each meeting of the Management Committee, the Faculty Affairs Committee, and the Academic Program Committee shall be distributed to the members of the Management Committee and the Faculty Affairs Committee and the Office of the Dean, and shall be kept on file in the Office of the Dean. These minutes shall be accessible there to all School Faculty, with exceptions being made in cases where confidential information about particular individuals would be otherwise revealed. The responsibility for the determination of confidentiality shall be in accordance with the Statutes of Georgia State University.

**Section 5.** It is the responsibility of the outgoing chairperson of a committee to call a meeting of the new committee no later than the end of the spring semester for the purpose of organizing the new committee.

## **ARTICLE XIV. INTERPRETATION AND AMENDMENTS**

**Section 1.** The Faculty Affairs Committee shall interpret these Bylaws when necessary.

**Section 2.** Amendments may be proposed by any Faculty member by submitting recommendations to the Faculty Affairs Committee which will report the status of the proposed amendment and/or the Committee's recommendation at the next regular Faculty meeting.

**Section 3.** These Bylaws may be amended at any meeting of the Faculty by a two-thirds (2/3) vote of the Faculty members present and entitled to vote, provided that a quorum is established and that a copy of the proposed amendment(s), either in electronic or paper form, has been submitted to the Faculty by the Faculty Affairs Committee at least ten (10) working days in advance of the meeting at which such amendments are to be considered.