ARTICLE I. ORGANIZATION

1. Academic Structure

The college shall consist of three schools: the school of public and international affairs; the school of criminal justice; and, the school of health and human services. Each school shall have an executive director. Each regular (tenured, tenure track, and non-tenure track serving at least half-time) faculty member shall be a member of at least one school (academic division) of the college. The dean, with the consent of the executive directors of the affected divisions and the affected faculty member, may appoint a faculty member to more than one school (academic division).

2. Duties of Executive Directors

A school’s executive director shall hold regular school meetings, at least one (1) each semester, with the faculty to discuss school policies and their implementation. The faculty shall be involved in the implementation of these policies. The executive director, in consultation with the faculty, shall be responsible for the administration of school policies. Such policies include but are not limited to those related to curriculum, curriculum development, recruitment of students, space allocation, schedules, budget, faculty and staff evaluations, faculty development, student advisement, and selection of full-time and part-time faculty.

3. Election of Executive Directors and Terms of Office

A. Each school shall elect by and from its faculty members an executive director to serve a three-year term. By the 15th of January of the academic year in which the election is to be held, the executive director shall, in writing, notify the faculty members of the school of the date, time, and place of the scheduled election meeting.

B. The election shall be conducted in a school meeting during February of every third year. The election of executive directors shall be by secret ballot of the members of the division. Election requires a majority of the members of the school. If no person receives a majority on a first ballot, run-off election(s) shall be conducted. The result of this election shall be forwarded to the dean of the college for his or her concurrence or rejection, either of which must take place within fourteen (14) calendar days. If the dean rejects the school's choice for executive director, the school shall hold a second election within fourteen (14) calendar days. The school may at this time override the dean's rejection by reaffirming, by simple majority, its initial choice for executive
C. The term of office of the executive director-elect shall begin on July 1 of the calendar year in which the election is held. An executive director may be elected to successive terms of office.

D. The faculty members of a school may request an election of a new executive director by petition to the dean, such petition requiring signatures of at least a majority of the faculty members of the division. In such a case, the dean shall schedule and the dean or the dean's designee shall conduct an election meeting.

E. Vacancies. If the office of executive director falls vacant, the dean shall appoint an acting executive director who shall schedule an election meeting within forty-two (42) calendar days of the occurrence of the vacancy. The acting chair shall give at least fourteen (14) calendar days' written notice of the meeting to the faculty members of the school. Only calendar days falling within the academic calendar shall be counted in the previously mentioned forty-two (42) days. The election meeting shall be conducted as if it were a regular election meeting excepting the requirement that such a regular election meeting to be held in the month of February. The term of office shall end at the same time that it would have had a vacancy not occurred.

4. Graduate Program Directors

Each graduate program and certificate program shall have a graduate program director to administer the graduate program or certificate and to act as its primary student advisor. The graduate program director shall be appointed by the Executive Director, after consultation with the dean and the appointee, to serve until his or her successor is chosen. A faculty member may be the director of more than one program.

5. Undergraduate Program Directors

Each undergraduate program shall have an undergraduate program director to administer the undergraduate program. The undergraduate program director shall be appointed by the Executive Director, after consultation with the dean and the appointee, to serve until his or her successor is chosen. A faculty member may be the director of more than one program.

6. School Executive Committees

Each division shall have an executive committee comprised of the tenured faculty members holding the rank of associate or full professor of that school and its executive director. This committee shall undertake yearly reviews of junior faculty plus any other advisement or ad hoc administration deemed necessary by the executive director.
7. College Executive Committee

The college shall have an executive committee comprised of the dean, the associate dean, the executive directors of the schools, the Director of the Schaefer Center, the president of the college’s faculty senate, and such others as the Dean may designate. This committee shall serve as an advisory body to the dean in matters of resource allocation, budget, program and curriculum development, and other matters relating to the administration and management of the college.

ARTICLE II. CURRICULUM

1. Curricular Procedures

A. All changes in school curricula shall be submitted as proposals to the appropriate curriculum committee by the executive director or his or her designee. Curricular changes shall be submitted in a standard format. Changes in curricula include, but are not limited to, new courses, tracks, concentrations, programs, or majors; and major changes in titles or scope of existing courses, tracks, concentrations, programs or majors, including the dropping of existing courses, tracks, concentrations, programs, or majors.

B. A proposed change shall be placed on a curriculum committee’s agenda when submitted by an executive director or his or her designee to the appropriate curriculum committee chair at least one week in advance of a scheduled meeting. Following consideration by the appropriate curriculum committee, the chair of the committee shall give notice in writing to the executive director and to the dean that the proposal is accepted or is not accepted as written. If a proposal is not accepted or is accepted with reservations, reasons for those decisions shall be provided in writing. Revised proposals may be resubmitted to the committee for discussion or voting. Minutes of all curriculum committee meetings shall be forwarded to the faculty within seven (7) days.

C. Changes approved by the curriculum committees shall be reviewed by the college’s executive committee. Following consideration by the executive committee, the dean, or his or her designee, shall give notice in writing to the chair of the appropriate curriculum committee that the proposal is accepted or is not accepted as written.

D. In the case of curriculum changes involving new programs or major changes in existing programs (as defined by MHEC), decisions of the executive committee shall be forwarded to the university faculty senate and the university council (if appropriate) for further action. Changes concerning or affecting the general education program of the university shall also be forwarded to the university faculty senate. In the case of all other changes, the decision of the executive committee shall be final.
2. **Curriculum Committees**

   A. There shall be a curriculum committee consisting of all program directors of the college. At its first meeting of the academic year, the committee will elect a chair.

**ARTICLE III. PERSONNEL, PROMOTION, AND TENURE**

The college shall follow the personnel, promotion, and tenure policies and procedures that were in effect in the former college of liberal arts at the time of the creation of the college of public affairs, with due allowance for changes in the terminology related to organizational structure as set forth in Article I of this document.

**ARTICLE IV. JOINT COMMITTEES**

1. **Establishment of Joint Committees**

   The dean and the faculty senate may establish joint committees.

2. **Dissolution of Joint Committees**

   Joint committees may be dissolved only by deliberate act of the faculty senate. Any proposal to dissolve a joint committee by the dean or any senate member shall be transmitted to the president of the faculty senate to be placed on the agenda for discussion. Following discussion, the senate may approve the proposal to abolish a joint committee by a majority of those present and voting, a quorum being present.

3. **Joint Committee Reports**

   Joint committees shall report to the faculty senate. The senate shall then, upon consideration of the report, with or without amendment, forward the report or the report with amendments to the dean with or without a recommendation. A recommendation shall be to adopt the report, or to adopt the report as amended, or not to adopt the report.

**ARTICLE V. COMMITTEES OF THE DEAN**

When the dean forms a committee, the dean shall inform the president of the faculty senate of the committee, the committee charge, and the committee membership.

**ARTICLE VI. COMMITTEES OF THE SENATE**

The faculty senate may appoint either standing committees or select committees to make recommendations to the dean, the provost, the university senate, or other bodies as appropriate. When the faculty senate forms a committee, the president of the faculty senate shall inform the dean of the committee, the committee charge, and the committee membership.
ARTICLE VII. AMENDMENTS

1. Proposal by the Senate

The faculty senate may propose amendments to these college governance policies and procedures by a two-thirds (2/3) vote of the members present and voting, a quorum being present. The senate president shall send such proposals to the dean who shall, within twenty-eight (28) calendar days of receipt thereof, notify the senate president and senate secretary in writing of his or her approval or disapproval of the proposal.

2. Proposal by the Dean

The dean may propose amendments to these college governance policies and procedures. The proposal must appear on the senate agenda and requires a two-thirds (2/3) vote of the members present and voting, a quorum being present.

3. Lack of a Quorum

In the event a proposed amendment to these college governance policies and procedures appears on the agenda of a faculty senate meeting but cannot be acted on at that meeting due to the lack of a quorum, the members present may, by a two-thirds (2/3) vote of the members present and voting, instruct the secretary of the senate to issue a call for a notational, e-mail ballot on the amendment. Upon receipt of affirmative votes from a simple majority of the faculty members of the senate eligible to vote, the amendment shall be considered approved by the senate. The secretary of the senate shall notify the dean and senate president in writing when sufficient affirmative votes have been received. The notational ballot voting period shall end the day prior to the next scheduled faculty senate meeting. If the proposal was made in accordance with paragraph 1, above, the dean shall, within twenty-eight (28) calendar days of receipt thereof, notify the senate president and senate secretary in writing of his or her approval or disapproval of the proposal.

ARTICLE VIII. RATIFICATION

These guidelines shall be ratified when approved by two-thirds (2/3) of the members of the senate present and voting, a quorum being present, and the dean of the college.