

School of Urban Affairs & Public Policy By-Laws

1. The School of Urban Affairs and Public Policy (SUAPP) is an academic unit in the College of Human Services, Education and Public Policy (CHEP). Two program faculties exist within SUAPP, a Public Management Faculty and an Urban Affairs and Public Policy Faculty.
2. The School Faculty
 - 2.1. The faculty of the School of Urban Affairs and Public Policy consists of all Professors, Associate Professors, Assistant Professors, Lecturers, and Instructors who hold appointments in the School.
 - 2.2. The voting faculty consists of tenure line faculty with budgeted lines in the School, Public Service faculty with appointments in the School, and professional staff with secondary faculty appointments who teach two courses, supervise students on funded projects, and participate in student advisement and program operation over a two-year period or by an equivalent administered load as agreed upon with the School director.
 - 2.3. Those faculty with a joint appointment in the School or with a primary appointment in a unit co-sponsoring a School academic program do not have voting rights.
 - 2.4. The School faculty shall: (1) provide for the establishment of curricula and courses; (2) determine educational and academic policies of admissions to the School; (3) determine the requirements for degrees and recommend candidates for diplomas, degrees, and certificates; (4) recommend educational and academic policies relating to the administration of University services (e.g., university library, computing center, etc.) as they pertain to the School; (5) adopt regulations governing its own procedures; (6) make recommendations for conduct of formal exercises and public functions held under the auspices of the School and academic programs thereof; and (7) exercise any other authority and responsibilities delegated or required of it in the documents listed in 8.1 of this document.
 - 2.5. The School faculty may delegate responsibility to standing and ad hoc committees, designating their responsibilities and membership.
3. Nominations for joint appointments, adjunct appointments, tenure-track faculty appointments, public service faculty appointments, and temporary faculty appointments will follow the current policies established by the faculty of the School of Urban Affairs and Public Policy.
 - 3.1. Joint appointments (see 10/11/95 policy)
 - 3.2. Adjunct appointments (see 3/3/93 policy)

- 3.3. Tenure track faculty appointments (see 3/20/81 policy)
- 3.4. Public service faculty appointments (see UD policy)
- 3.5. Temporary faculty appointments (see 3/20/81 policy)
4. The Director of the School
 - 4.1. The Director shall be appointed by the President of the University, upon the recommendation of the Dean of the College and Provost, for a term of five years, subject to renewal, with the President having the authority to replace the Director at any time within a five-year term if, in the opinion of the President, Provost, and Dean, such action shall be desirable. The advice of a majority of the School Faculty is required for the appointment or reappointment of the Director.
 - 4.2. The Director, as chief representative and executive officer of the School, has immediate responsibility for supervising and coordinating all administrative, teaching, research, and service activities. In accord with University conventions and in the spirit of open and cooperative decision-making, the Director will provide leadership in (a) formulating School policies concerning academic programs, budgetary matters, and faculty, staff, and student personnel, and (b) coordinating administrative, teaching, research, and service activities of the School. The Director will also provide leadership in implementing these policies and in interpreting them to the College, University, and to the wider professional and general communities.
 - 4.3. The School Director will administer faculty workloads in accordance with the current workload policy.
 - 4.4. Annual faculty evaluations will be conducted by the School Director and will be submitted to the Dean. Recommendations for faculty merit increases will be made by the School Director to the Dean.
 - 4.5. The Director of the School shall be the chairperson of the School faculty meetings.
5. Academic Programs
 - 5.1. The Public Management faculty governs the Masters in Public Administration graduate degree program. The Urban Affairs & Public Policy faculty governs the MA and Ph.D. graduate degree programs.
 - 5.2. The voting faculty will govern each program. Faculty in the school with primary and secondary appointments will have voting rights in only one program faculty.
 - 5.3. To change program affiliation within the School, a faculty member must consult with the director of the program he or she wants to leave, have the agreement of

the School Director, and obtain the approval of the faculty of the program the person wishes to join.

5.4. The School Director will appoint a program director for each academic program as per the following procedure. A search committee will have the responsibility of reviewing candidates for the position and make a recommendation to the appropriate faculty of the person it believes is the most qualified or transmit a ranked list if several are qualified. The faculty will review the nominee(s) reported to it by the search committee and recommend its choice for the position to the director. The School Director will appoint the Program Director on the basis of the faculty recommendation. The Academic Program Director is responsible for providing academic leadership that enhances the quality and continuing development of the program, especially in the areas of curriculum and student recruitment, admissions, and academic progress. The Program Director leads the governance of the Program and chairs meetings of the program faculty. While this is a non-administrative appointment, the Director advises the School Director on scheduling, and faculty programmatic needs and contributions. The Program Director reports to the Director of the School of Urban Affairs and Public Policy, who is responsible for the general management of the Program.

6. Faculty meetings

- 6.1. Regular faculty meetings will be held periodically as determined by the faculty. Special meetings may be called by the School Director or by petition of five or more faculty.
- 6.2. A quorum is a majority of the voting faculty, excluding faculty on leave, sabbatical or administrative assignment. A quorum must be present for the meeting to be formally conducted. Decisions by the faculty shall be determined by a majority vote of those present.
- 6.3. The faculty shall elect, for a two-year term, a member of the faculty to serve as chair of the faculty meetings in the absence of the School Director.
- 6.4. One student representing the MPA students in Public Management Faculty meetings and one student representing the Urban Affairs and Public Policy Master's degree students and one student representing Urban Affairs and Public Policy Ph.D. students in Urban Affairs and Public Policy Faculty meetings shall participate and have voting rights in School of Urban Affairs and Public Policy faculty meetings except on matters relating to personnel and other matters that may involve issues of confidentiality.

7. Standing committees

- 7.1. Promotion and Tenure (incorporate existing description, responsibilities, selection, term of office, and procedures)
- 7.2. Public Service Faculty Peer Review

- 7.3. Human Subjects Review
- 7.4. Honors
- 7.5. Fellowships
- 7.6. Messick Fellows
- 8. Bylaws
 - 8.1. These Bylaws of the School of Urban Affairs & Public Policy and the powers of the faculty shall be consistent with, and subordinate to, the policies of and authority delegated by (1) the University Charter, (2) the Trustee Bylaws, (3) the University Faculty Senate Bylaws and Regulations, (4) the Constitution of the Faculty of the University of Delaware, (5) the Bylaws of the College of Human Services, Education, and Public Policy, and (6) the Collective Bargaining Agreement between the University of Delaware and the American Association of University Professors, University of Delaware Chapter.
 - 8.2. Bylaws amendments may be introduced at a regularly scheduled faculty meeting and voted upon at the next regularly scheduled meeting.

These bylaws were passed on March 19, 2003 and amended on April 23, 2003.
Revisions passed unanimously by School of Urban Affairs and Public Policy faculty on
September 24, 2003

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