

THE UNIVERSITY OF GEORGIA®

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SPIA

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SCHOOL OF PUBLIC &  
INTERNATIONAL AFFAIRS

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BY LAWS

**School of Public and International Affairs  
By-Laws**

**Article 1: The Faculty of the School of Public and International Affairs.**

Section 1. The Faculty.

The Faculty of the School of Public and International Affairs (hereinafter “SPIA”) shall consist of the Dean and all Professors, Associate Professors, Assistant Professors, Instructors, Lecturers, and ex officio members, as designated in the policy manual of the Board of Regents and by the Statutes of the University of Georgia.

Section 2. The Departments.

There shall be three departments within SPIA: The Department of International Affairs, The Department of Political Science, and The Department of Public Administration and Policy. These departments shall constitute the promotion and tenure units within the school.

Section 3. Regular Meetings.

The Faculty of SPIA shall meet at least once each academic year at a time and a place to be determined by the Dean, preferably in September. Notices of regular meetings shall be sent to each member of the Faculty by the Dean at least one month in advance. Faculty members may submit agenda items to the Dean, who may add such items to the agenda at his or her discretion. The Dean shall preside and shall present a report on matters of interest to the Faculty. At this or another meeting called during the academic year, the Dean shall present a State of SPIA address.

Section 4. Special Meetings.

Special meetings of the Faculty may be called by the Dean. The Dean must convene a special meeting within fourteen days of receiving a petition signed by at least one-third of the members of the Faculty.

Section 5: Advisory Boards.

The Dean shall appoint, at his discretion, any advisory boards for the purposes of SPIA governance. These advisory boards may include, but are not limited to, a Board of Visitors or student advisory boards.

## **ARTICLE II: Committees of the School of Public and International Affairs.**

### Section 1. SPIA Council.

At the beginning of each academic year, the Faculty shall elect from among its members a Council that will serve as the school-wide governing body. The SPIA Council will consist of no more than twelve members. Seats on the Council will be allocated as follows: Each department will have at least three seats. One additional seat shall be allocated to each department that has a least 16 tenured or tenure-track Faculty members (one seat per four departmental Faculty members). Faculty from each department shall elect members to the Council using whatever criteria for selection the individual departments deem appropriate, but only tenured and tenure-track Faculty may participate in the election. Department heads may not serve on the SPIA Council, and individual Faculty members may represent only one department on the SPIA Council. Members of the SPIA Council shall serve one-year terms and may be reelected in successive years. The Dean shall be a nonvoting member ex officio and shall preside as chair at all meetings of the SPIA Council.

The duties and functions of the SPIA Council shall be:

1. To advise the Dean on matters relating to SPIA governance and administration;
2. To develop SPIA priorities, strategic plans, and program initiatives that cut across schools and departments;
3. To consider and act upon matters that concern more than one department and matters school-wide concern.
4. To assist and advise the Dean in the performance of official duties;
5. To consider and act upon matters of educational policy of SPIA, including the establishment of requirements of all degree programs, the approval of new degree programs, and the suspension or abolition of existing programs;

6. To represent the views of the Faculty from each department to the Dean and to SPIA administrators;
7. To review and evaluate SPIA's involvement with other schools and colleges, programs, centers, institutes or units;
8. To create such advisory bodies as the Council deems appropriate.

The SPIA Council shall meet regularly at least once each month, or at special meetings that may be called by the Dean. Any member of the Faculty may submit a request to the Council (or any member thereof) that an agenda item be considered by the Council at its regular meetings. At least 24-hour notice of any Council meeting must be provided to the entire Faculty. Council meetings shall be open and minutes taken.

A majority of the SPIA Council shall constitute a quorum, with proxy ballots counting toward the quorum requirement.

#### Section 2: Curriculum Committee.

At the beginning of each academic year, the Dean shall appoint a Curriculum Committee consisting of six persons, with two selected from each department in SPIA, to serve one-year terms. Members may serve in successive years. The Dean shall appoint the chair of the committee and the Dean (or his or her designate) shall serve as a member of the committee *ex officio*.

The duties and functions of the Curriculum Committee shall be:

1. To act, in the name of SPIA, on all requests for new courses and course changes and to report its actions to the SPIA Council and to the Faculty;
2. To consider and make recommendations to the SPIA Council concerning matters of curricula, including all proposals regarding majors, minors, certification programs, and degree programs;
3. To consult with the directors of other university instructional programs and make recommendations to the SPIA Council regarding such consultations.

A majority of the Curriculum Committee shall constitute a quorum, with proxy ballots counting toward the quorum requirement.

### Section 3: Promotion and Tenure Committee.

At the beginning of each academic year, the Dean shall appoint the members of the Promotion and Tenure Committee, who shall be selected from among nominations made by the Heads of each SPIA Department. The Committee members shall hold the rank of full professor and shall serve one-year terms, although individuals may be reappointed in subsequent years. The Committee shall include an equal number of Faculty from each SPIA Department, with a maximum number of nine members in total. Department Heads are not eligible for service.

The duties and functions of the Promotion and Tenure Committee shall be:

1. To review all recommendations and dossiers of fact forwarded by the individual departments concerning promotion and/or tenure of individual Faculty members;
2. To provide a recommendation to the Dean concerning the qualifications of each candidate for promotion and/or tenure;
3. To provide to the Dean a record of the votes taken for each candidate concerning the advisability of granting the requested promotion and/or tenure.

The Committee shall conduct its business in accordance with the following procedures:

1. The Dean will charge the Promotion and Tenure Committee at the beginning of the academic year and appoint the chair of the committee. The chair shall conduct all meetings in accordance with the University's policies and practices on promotion and tenure.
2. Committee members shall recuse themselves from consideration of, and voting on, candidates from the department in which they hold their primary appointment.
3. In accordance with Guidelines from the Office of the Vice President for Academic Affairs, if the committee needs further clarification or information on a candidate, the Committee may, at its discretion, seek information from the promotion/tenure unit head or invite the promotion/tenure unit head to address the Committee.

4. The entire Promotion and Tenure Committee must be present to constitute a quorum, although the Dean may authorize proxy ballots under special circumstances.

#### Section 4: Awards Committees.

At the beginning of each academic year, the Dean shall appoint two Awards Committees consisting of three Faculty members each. Members shall serve one-year terms, and may be reappointed in successive years. The members of each committee shall annually select a chair from the committee's membership.

The duties and functions of the Annual Awards Committee shall be:

1. To establish selection procedures and deadlines for awards in teaching, research, and service sponsored by SPIA or the University of Georgia;
2. To recommend recipients for SPIA awards and recommend nominees for University-wide awards.

Members of the University-Wide Professorship Awards Committee shall consist of Faculty who hold university-wide professorships, such as the Regents or University professorships. The duties and functions of this committee shall be:

1. To establish selection procedures and deadlines for university-wide professorships in a manner that is consistent with university guidelines;
2. To make nominations of Faculty to the appropriate evaluating body within the University of Georgia.

#### Section 5: Undergraduate Academic Appeals Committee.

At the beginning of each academic year, the Dean shall appoint an Undergraduate Academic Appeals Committee consisting of five Faculty members, with at least one from each department. The Director of the Office of Undergraduate Student Services shall serve as a nonvoting member ex officio. Members shall serve one-year terms, and may be re-appointed in successive years. The members shall annually elect a chair from the Committee's membership.

The duties and functions of the Undergraduate Academic Appeals Committee shall be:

1. To review and decide upon all appeal cases involving undergraduate student courses or programs, such as transfer and other nonresident credits, that cannot be solved at the department level;
2. To decide on appeals concerning course grades; undergraduate admission, readmission, retention, or transfer to or within SPIA; and admission or readmission to, or retention in a departmental major.

Any appeal to the Committee must follow these procedures:

1. An undergraduate student denied admission; readmission, retention, or transfer to or within SPIA may file a written appeal of that decision to the Director of the Office of Undergraduate Student Services. The student must first have exhausted the appeal process at the departmental level before an appeal may be considered at the SPIA level. The Director of Undergraduate Student Services will then convene the Undergraduate Academic Appeals Committee, which will make a decision on the basis of the recommendation from the appropriate Department Head, the student's petition, the student's record, and any other evidence that the committee requests.

2. Ordinarily, the assignment of a grade is solely at the discretion of the instructor. An undergraduate who believes that he or she was evaluated differently from the stated course objectives/criteria or other official criteria and thus received an unfair grade may appeal to the Undergraduate Academic Appeals Committee in accordance with the following procedures:

- a. The student must discuss the evaluation and grade with the course instructor.

- b. The student must then exhaust appropriate appeal procedures available at the departmental level.

- c. The student may then appeal the decision of the Director of the Office of Undergraduate Student Services, who will convene the Undergraduate Academic Appeals Committee.

- d. The Chair of the Undergraduate Academic Appeals Committee will select three members to serve as a review panel from within the Committee, preferably with no members from the department from which the appeal has

proceeded. The panel will make a decision and recommendation to the Dean based on the recommendation from the appropriate Department Head, the student's petition, the student's record, and any other evidence that the panel requests. The instructor who assigned the grade must be given ample opportunity (in person or in absentia) to explain the course grading procedures.

e. On recommendation from the review panel, the Committee shall determine whether the assigned grade is proper. If it decides that it is not, it shall specify the grade to be assigned and promptly notify the instructor and the student of the ruling, in writing.

#### Section 6: Dean Review Committee.

For purposes of this Section 6, the Faculty of each department is restricted to Faculty members with tenure and Faculty members in tenure-track positions.

Early in the Spring semester of every fifth calendar year following the incumbent's appointment as Dean, the Faculty of each Department (under the administrative direction of the Department Heads) shall select a representative to serve on a Dean Review Committee, consisting of one Faculty member from each department. Service as Acting or Interim Dean for a period of less than one calendar year shall not be included for determination of the timing of the review. The Committee shall be responsible for obtaining the Faculty's assessment of the effectiveness and success of the incumbent Dean in carrying out the charge to "administer the rules and regulations of the faculty" and in performing the other duties and functions assigned to the Dean by the Statutes of the University of Georgia, Article VII, Section 2. The Dean Review Committee shall proceed as follows:

1. The Committee shall give at least 21 days notice of a SPIA Faculty meeting at which the Provost or the Provost's designate shall preside. At the meeting, following a period for open discussion (with the Dean absent), the SPIA faculty shall assess the Dean's performance by casting secret ballots that offer the following three options: (1) "I approve the performance of the current Dean of SPIA"; (2) "I favor the initiation of an open search for a Dean of SPIA"; (3) "I abstain."
2. The ballots shall be counted at the meeting by a committee consisting of the Provost or the Provost's designate and two other members of the SPIA Faculty, one of whom shall be designated by the Dean. The number of votes

for each of the options shall be announced to the faculty by the Provost or the Provost's designate.

3. When the SPIA Council requests an assessment of the Dean by a majority vote at a regular or special meeting or when 20 SPIA Faculty members sign such a request, the Faculty shall appoint a Dean Review Committee to conduct an assessment of the Dean as specified in this Section.

### **ARTICLE III: Selection and Removal of Department Heads.**

For purposes of this Article III, the Faculty of each department is restricted to Faculty members with tenure and Faculty members in tenure-track positions. For purposes of any department meeting called in accordance with this Article, a quorum shall constitute 2/3 of the Faculty members in the affected Department, with proxy ballots counting toward the quorum requirement.

#### Section 1: Appointment of Department Heads.

Department Heads shall be recommended by the Dean to the President of the University of Georgia in accordance with the following consultative procedure:

1. The Faculty of each department shall elect a Search Committee consisting of no fewer than three members. Each professorial rank in the department must be represented on the Committee. In consultation with members of the Committee from within the department, the Dean will appoint one additional member to the Committee from outside the department. Diversity among the members should also be considered.
2. The Dean shall appoint a chair from among its members; the chair shall coordinate the Committee's business.
3. The Search Committee shall prepare a slate of nominees for presentation to the Faculty of the department. A vote on the acceptability of each nominee by said Faculty shall be taken, and a list of those nominees deemed acceptable, together with the count, shall be sent to the Dean.

#### Section 2. Review of Department Heads at Expiration of Term.

1. The Department Head shall be reviewed every three years following the incumbent's appointment as Head. Service as Acting or Interim Head for a period of less than one calendar year shall not be included for determination of the timing of the review. Except in instances where the incumbent declines to be a candidate for reappointment, the review shall begin in the fall semester of the third year, during which the Dean shall give at least 21 days notice of a department Faculty meeting at which the Dean or the Dean's designate (who must not be the incumbent Head) will preside. At the meeting, following a period for open discussion (with the Head absent), the Faculty of the department (with the Head not voting) shall assess the department's leadership needs by casting secret ballots that offer the following three options: (1) "I favor the reappointment of (incumbent) without search"; (2) "I favor the initiation of an open search for a Department Head"; (3) "I abstain."

2. The ballots shall be counted at the meeting by a committee consisting of the Dean or the Dean's designate and two other members of the department, one of which shall be designated by the Department Head. The number of votes for each of the options shall be announced to the Faculty by the dean or Dean's designate. If one-third or more of the voting Faculty (not including abstentions) vote for an open search, the Dean shall review the department's leadership needs, including consultation with all department Faculty members who wish an interview on the matter. Following review and consultation, the Dean shall reappoint the incumbent or inform the department regarding a decision to conduct an open search.

### Section 3. Review of Department Heads Prior to Expiration of Term.

1. The Faculty of a department may request the Dean to remove a Department Head before the expiration of the Head's term. To initiate the process, five or more Faculty members or one-third of the department Faculty, whichever is smaller, must give at least 21 days written notice to the Dean, the Department Head, and the department Faculty that, at a forthcoming Faculty meeting specified in the notice, they will introduce the following resolution: "be it resolved that we, the Faculty of the Department of (name of department), meeting in formal session, petition the Dean of the School of Public and International Affairs to remove our Department Head."

2. The Dean or Dean's designate shall preside over the meeting. At the meeting, the Faculty (with the Head not voting) shall vote "Approve," "Disapprove," or "abstain" by casting secret ballots on the resolution.

3. The ballots shall be counted at the meeting by the Dean or the Dean's designate, and two other members of the department, one of which shall be designated by the Department Head. If a majority of the Faculty voting (including abstentions) vote "Approve," the Dean shall review the Department Head and consult with Faculty members who wish an interview on the matter. Following review and consultation, the Dean shall reappoint the incumbent or inform the department regarding a decision to conduct an open search.

#### Section 4: Term Limitations; Review and Removal at Discretion of Dean.

1. The Department Head serves at the discretion of the Dean, as delegated by the President. Any department may limit the number of successive terms its Head may serve, with the consent of the Dean. Ordinarily, the term of appointment as Department Head shall comprise three consecutive years.

2. At any time, the Dean may initiate a review of a Department Head. The review shall include consultation with all department Faculty who make themselves available for interview.

3. If the Dean chooses to recommend to the President the removal or reappointment of a Department Head against the wishes of a majority of the department Faculty, the Dean must submit to the department Faculty a written explanation providing the conditions the department must satisfy to regain its normal function in determining its own leadership.

#### **ARTICLE IV: Faculty Annual Performance Appraisal.**

1. Each Faculty member must receive an annual written performance appraisal by the Department Head. For Faculty with a joint appointment in two or more departments, the annual performance appraisal shall be conducted by the Department Head of the Department of primary appointment (where the tenure line resides) in consultation with the Department Head of the Department of any other appointment.

2. For assistant professors in their third year, the Department Head shall appoint a committee to review the individual's achievements and performance in teaching, research, and service. That committee shall report its findings to the professors and associate professors in the department at an annual meeting called for that (and any other) purpose. The department will recommend whether progress toward promotion is sufficient, and notify the individual Faculty member in writing of the Faculty's recommendations.

## **ARTICLE V: Contract Renewal for NonTenured Faculty.**

Tenured Faculty in each department shall vote by secret ballot on all reappointments of nontenured Faculty. Meetings of the tenured Faculty shall be called for such a purpose on an appropriate schedule as determined by the Department Head. Timing of these meetings shall be sufficiently in advance of University-required contract renewal deadlines to ensure that the Head can inform nontenured Faculty of the results in writing prior to such renewal deadlines. The format of contract renewal meetings and ballot format shall be determined by the individual departments.

If a majority of the tenured Faculty votes in favor of a nontenured Faculty's contract renewal, the contract shall be renewed, with the Department Head determining the result in the event of a tied vote.

At least two-thirds of the tenured department Faculty must be present at contract renewal meetings to constitute a quorum, with proxy ballots counting toward the quorum.

## **ARTICLE VI: Appointment to the Graduate Faculty.**

Graduate Faculty appointments and reappointments shall be determined by the existing Graduate Faculty at the department level, in accordance with procedures for appointment or reappointment to the Graduate Faculty.

## **ARTICLE VII: Faculty Recruitment.**

Recruitment of tenure-track Faculty and other Faculty positions as designated by individual departments may be initiated under the following conditions:

1. No Faculty recruitment may be initiated without a Dean's approval. To initiate recruitment, the Department Head of the recruiting department must provide the following information to the Dean: (a) the scholarly area in which the recruitment is desired; (b) the possibilities for hiring women and minority Faculty based on the national pool of candidates; (c) the desired or probable starting salary; (d) the estimated start-up costs associated with the position; (e) space needs; and (f) the expected costs of the hiring process, including interview costs. The Dean will obtain appropriate authorizations from University units for offices (such as the Vice President for Academic Affairs) as

required by University policies and procedures before recruitment may proceed and before a specific offer of employment may be made.

2. Recruitment shall begin in the summer or early fall one year in advance of making an appointment; recruitment during other periods may be authorized by the Dean. Recruited positions will generally be at the level of assistant professor, although the Dean may authorize senior-level searches in situations where the need is clearly evident.

3. In each year in which recruitment is requested and approved, the Department Head shall appoint a search committee to administer the recruitment. This committee may include one member from a department other than the recruiting department. Appropriate representation of diverse faculty on the committee should also be considered. When the search committee is finally appointed, the Head will notify the Dean in writing of the committee's membership.

4. All aspects of recruitment must conform to the University Affirmative Action/Equal Employment Opportunity ("AA/EEO") guidelines and with guidelines issued by the Office of Academic Affairs. Before it is published or circulated, the job advertisement must be approved by the Dean and by the AA/EEO Office, with notification to the SPIA Council.

5. Before an offer is extended to any job candidate, the Department Head must discuss the entire package of commitments involved in the job offer with the Dean before discussing these commitments with the candidate. In particular, the Department Head must obtain approval from the Dean for the following commitments: (a) the level of position; (b) any recommendation of credit toward tenure; (c) academic-year salary; (d) summer school salary; (e) teaching load; (f) space; (g) start-up costs for research; and (h) any moving expenses (no state funds may be used for moving expenses).

6. The job offer must state that the position involves both instructional and research responsibilities, and it must clearly explain these responsibilities, including the teaching load and any other specific research and service responsibilities. Departments may offer a one-course reduction in teaching load during the first year of employment. Additional reductions in the first year or subsequent years may be granted only with the explicit written permission of the Dean.

#### **ARTICLE VIII: Post-Tenure Review.**

For academic years following 2002-2003 and until such time as each Department in SPIA has employed eight tenured Faculty members eligible for service on post-tenure review committees, post-tenure review will be conducted at the SPIA level. When all departments have achieved this minimum size, the departments will adopt their own post-tenure review procedures in accordance with University and Board of Regents policies.

#### **ARTICLE IX: Office of Undergraduate Student Services.**

There shall be a SPIA Office of Undergraduate Student Services, with a Director and staff appointed by the Dean.

The duties and responsibilities of the Office of Undergraduate Students Services shall be:

1. To manage all matters related to advising and other student academic services;
2. To respond to all inquiries from high schools, high school students, or parents of high school students;
3. To organize summer orientation sessions for incoming students;
4. To provide graduation checks;
5. To coordinate with the Registrar on matters involving dismissal and probation, with the Honors Program on matters related to Honors course credit, and with other appropriate offices within the University.

The Director of the SPIA Office of Undergraduate Student Services will report to the Dean or his designate. Individual departments will be responsible for communicating unique departmental requirements to the Director. Each Department Head shall appoint an individual Faculty member or committee to communicate and coordinate with the Director concerning degree requirements.

#### **ARTICLE X: Faculty Grievances**

The School of Public and International Affairs is committed to maintaining a professional environment characterized by collegiality, civility, and diversity. In the event that a Faculty member has a grievance relating to his or her employment responsibilities or with respect to other employees within SPIA, dispute resolution is encouraged through discussion with the appropriate SPIA administrative personnel, such as the Department Head, Associate Dean or Dean. Where a Faculty member is not able to resolve his or her grievance through such informal processes, the dispute should be referred to the Faculty Grievance Committee of the University Council or to the Office of Legal Affairs for resolution pursuant to the University's Dispute Resolution Policy, whichever is most appropriate given the nature of the grievance.

#### **ARTICLE XI: Amendments of By-Laws; Conflict with University Guidelines and Procedures.**

For purposes of this Article XI, the Faculty is restricted to Faculty members with tenure and Faculty members in tenure-track positions. For purposes of any meeting called in accordance with this Article, a quorum shall constitute 2/3 of the Faculty members, with proxy ballots counting toward the quorum requirement.

The Faculty of SPIA shall have the power to alter, repeal, or amend these By-Laws, or to adopt new by-laws. Copies of proposed amendments of proposed new by-laws shall be sent to all members of the Faculty, and the proposed amendments or new by-laws shall be considered at a general meeting of the Faculty to be held at least once week prior to the vote on the proposed alterations, amendments, or replacement by-laws. The vote on such proposals shall be by written secret ballot. A majority of votes cast by those Faculty members voting on any amendment or proposed by-laws shall be required for their adoption. The Dean shall be responsible for ensuring that the provisions of this Article are properly implemented.

No provision of these By-Laws is intended to conflict with binding University policies, procedures and guidelines as mandated by the Board of Regents. Any such conflict will be resolved in favor of the University guideline, policy or procedure.