DEPARTMENT OF PUBLIC POLICY BYLAWS

Revised: 04/05/2016
Approved by Two-Thirds Faculty: 04/29/2016 faculty meeting by secret ballot,
13 eligible to vote, 13 ballots distributed and received;
13 approve; 0 disapprove; 0 abstain, 0 other

Part I. Functions

A. Department of Public Policy faculty will govern the Department in accordance with all
applicable rules of the Academic Senate of the University of California and the Bylaws of the
Luskin School of Public Affairs.

Part II. Membership and Voting

A. All Department of Public Policy Senate Faculty, including recalled Emeriti*, have the right to
vote on non-personnel substantial questions.
*During their active term of recall only.

B. Department Faculty Members
Senate Faculty of the Department of Public Policy include:
   1. Ladder Faculty (Full, Associate, and Assistant Professors);
   2. Recalled Emeriti; and
   3. Emeriti.

C. Academic Personnel Actions
   1. Appointments
      a) Full and Associate Professors vote on all appointments that confer membership
         in the Academic Senate.
      b) Joint and Split Appointments: Joint Appointments without a waiver for personnel
         actions and all Split Appointments follow the review and voting procedures as any
         other department member of the same rank.
      c) Full and Associate Professors have extended the right to vote on appointments to
         Assistant Professors. (04/26/2016 faculty meeting by secret ballot, 10 eligible to
         vote, 10 ballots distributed and received; Full Professors: 5 approve; 0
         disapprove; 0 abstain; 0 other. Associate Professors: 4 approve; 1 disapprove; 0
         abstain; 0 other.)
   2. Non-Reappointments
      Full and Associate Professors vote on all non-reappointments of Senate members.
   3. Promotions
      a) To Full Professor: Full Professors vote on all promotions to Full Professor.
      b) To Associate Professor: Full and Associate Professors vote on all promotions to
         Associate Professor.
   4. Merit Actions
      All merit actions of Full, Associate, and Assistant (including fourth year appraisals)
      have been delegated to the elected Academic Personnel Committee. (04/26/2016
      faculty meeting by secret ballot, 10 eligible to vote, 10 ballots distributed and received;
      Full Professors: 5 approve; 0 disapprove; 0 abstain; 0 other. Associate Professors: 5
      approve; 0 disapprove; 0 abstain; 0 other.)
5. **Five-Year Reviews**
   Five-year reviews are handled by the Chair and Vice Chair, and go to vote by Full and/or Associate Professors pending recommendation.

6. **Non-Senate Faculty/Adjuncts**
   a) Appointment of lecturers will be made at the discretion of the Department Chair.
   b) Non-senate actions are handled by the Chair and ladder faculty.

7. **Voting Period Duration**
   The duration of the voting period is five business days. The period may be closed prior to that time if all eligible faculty have voted. The balloting process and vote counting shall be administered by the Management Services Officer.

8. **Non-Personnel Substantial Questions**
   Voting on non-personnel substantial questions will be without secret ballot.

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**Part III. Meetings**

A. Department Faculty will typically meet monthly, but at least once a quarter, by call of the Chair or Vice Chair with a one week prior notice minimum.

B. Special faculty meetings may be held with at least three instructional days’ notice:
   1. After a call to meeting by the Department Chair or the Department Vice Chair or,
   2. A written request for a meeting must be approved by at least five voting faculty members. The meeting must take place within five instructional days of receipt of the request. Meetings scheduled in response to such a written request shall be limited to consideration of the matters of business specified in the request.

C. The Chair presides at all Faculty meetings. In the absence of the Chair, the Vice Chair presides.

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**Part IV. Quorum**

One half (50%) constitutes a quorum of those not on leave and entitled to vote.

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**Part V. Committees**

A. The Chair of the Department is an ex-officio member of all committees without vote except as designated.

B. Administrative officers of the Luskin School of Public Affairs cannot serve as members of the committees established by the Bylaws, except as designated.

C. Student representatives, elected by their graduate student association [such as the Association for Master of Public Policy Students (AMPPS) for MPP students] or undergraduate student association, may be eligible for membership on all standing committees at the discretion of the chair in consultation with the faculty.

D. Department Standing Committees
   1. **Executive Committee**
      a) The Departmental Executive Committee is composed of:
(1) the Chair of the Department;
(2) the Vice Chair of the Department; and
(3) three additional members who represent their faculty rank
b) Executive Committee members are elected by Senate Faculty and serve a one-year term.
c) The Executive Committee advises the Chair on matters as needed. The Committee also monitors and reviews the rules and policies established by the Faculty, and it exercises general supervision of the Department's educational policies and programs. Within policies established by the Faculty, it serves as the Department’s planning, coordinating, and policy formulation body, and it makes recommendations to the Faculty for such policy and program changes as warranted.
d) The Executive Committee meets as needed. Meetings may be called by the Department Chair or any committee member. A majority of the committee shall constitute a quorum.

2. Academic Personnel Committee (APC)
   a) The Academic Personnel Committee (APC) is a three-person elected committee of Full and Associate Professors.
   b) The Chair, Vice Chair, and faculty nominate and vote for members of the APC. APC members serve a one-year term.
   c) The APC coordinates faculty advice on academic personnel appointments (split, joint, renewals, appraisals, and non-renewals), promotions, and retentions. In consultation with the Chair and Vice Chair, the APC appoints ad hoc committees and arranges peer teaching evaluations. The APC Chair will receive each report and review it or designate a Committee member of appropriate rank to do so in accordance with Senate Bylaw 55.
   d) Merit actions are delegated by Full and Associate Professor to the APC. See Department of Public Policy Bylaws Section II.C.4.

3. Curriculum Committee
   a) Curriculum Committee membership will be balanced, to the extent possible, for broad coverage of the Public Policy Department’s curriculum.
   b) The Curriculum Committee will develop plans concerning curricula, approve course offerings, review program requirements, initiate and consider course and program changes.
   c) The Curriculum Committee offers proposals to change existing departmental policies on course buy-outs and on course credit for co-taught courses, as needed.
   d) The Curriculum Committee advises the Department Chair on temporary faculty appointments when requested.

4. Admissions and Fellowships Committee
   a) The entire Faculty serves on the Admissions and Fellowships Committee, which is responsible for the development and maintenance of policies and standards for degree programs admissions.
   b) The Committee establishes and oversees the procedures for evaluating all admission applications, including the assignment of faculty to review applications. No more than two second-year Public Policy graduate students may participate in reading of applications for admission and their scores will be averaged in with the faculty evaluations to determine a final rating. The Committee determines program admits and fellowship awards amounts. The Admissions and Fellowships Committee has the power to delegate subsequent negotiations to the Admissions Committee Chair and/or the
Department Chair.

5. **Representative to the Luskin School of Public Affairs Faculty Executive Committee**
   The Department’s Luskin School of Public Affairs Faculty Executive Committee representative is elected by Senate Faculty and serve a one-year term.

6. **Representative and Alternate Representative to the Legislative Assembly of the Academic Senate**
   The Department and Alternate representatives to the Legislative Assembly of the Academic Senate are elected by Senate Faculty and serve three-year terms.

7. **Other Committees**
   Other committees, such as Faculty Search Committees, may be established for a limited period, with the members nominated by the Chair and approved by the faculty. Non-Senate Faculty and students may be appointed to such committees as non-voting members, except as restricted by the rules of Academic Senate.

**Part VI. Faculty Responsibilities**

A. In addition to their teaching obligations, the faculty of the Department of Public Policy shall be responsible for the following matters:
   1. Recruitment, supervision, and evaluation of department academic personnel.
   2. Development of the departmental curriculum and administration of its degree programs.
   3. Admission and matriculation of departmental students.
   4. Service on departmental, school wide and university committees.

**Part VII. Department Chair Responsibilities**

The Department of Public Policy Chair is responsible for the following matters:

A. The proper administration of the budget according to the allocations and categories decided by the Dean in consultation with the Chair. The Department Chair, with concurrence by the faculty and with the approval of the Dean, has flexibility to make adjustments among lines for exceptional circumstances. The Department Chair will seek guidance from the faculty on the use of differential fee income and use of endowment and gift income.

B. Staffing and supervision of the departmental curriculum.

C. Faculty committee assignments.

D. Recruitment, supervision, and evaluation of academic and non-academic personnel matters.

**Part VIII. Amendment of Bylaws**

A. The forgoing Bylaws may be added to, amended, or repealed at any regular or special meeting by a two-thirds, secret ballot vote of Senate Faculty, including assistant professors and Emeriti during their active term of recall.
B. Not less than five instructional days prior to any regular or special meeting at which addition to, amendment of, or deletion of all or any portion of the Bylaws is considered, a written notice of any such proposed addition, amendment, or deletion will be sent to faculty.

Part XI. Implementation

The Bylaws are effective immediately after approval, by secret ballot, of two-thirds of the Faculty.