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Document	Bylaws

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**School of Public Affairs (SPA)
Watts College of Public Service and Community Solutions
Arizona State University**

Bylaws of The School of Public Affairs

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Bylaws of The School of Public Affairs

Preamble

The School of Public Affairs (SPA) lives the ASU Charter by preparing students and professionals for ethical, inclusive, and effective public service; conducting cutting-edge research of public value; and engaging locally, nationally, and internationally with the communities we serve. The School serves graduate and undergraduate students through course and degree programs that include classroom, research, and community-based learning experiences. The School encourages the integration of teaching and research by engaging students in research with faculty mentors.

The School governs itself according to these Bylaws, which are binding upon current and future administrative officers and members of the School. The Bylaws are implemented by formal SPA Policies and Procedures that are established by vote by the School Faculty. This document contains a set of rules and procedures that will be used by SPA for governance. It supersedes any previous documents addressing that purpose. These bylaws will apply until amended in accordance with the procedures defined in this document and approved by the Provost Office. In case of conflicts, the policies and procedures of The College, Arizona State University (ASU), and the Arizona Board of Regents (ABOR) take precedence over these Bylaws.

Article 1. Organization

Section 1.01 Name

These Bylaws apply to the School of Public Affairs (herein referred to as "the School" or "SPA") in Watts College of Public Service and Community Solutions (herein referred to as "The College") at Arizona State University ("herein referred to as "the University" or "ASU").

Section 1.02 Representative Bodies

School Faculty.

The School Faculty is the governing body of the School.¹ Members of the School Faculty include persons with the title Professor, Associate Professor, or Assistant Professor whose tenure home is in the School and who have at least 0.5 FTE within the School. Additionally, Career-Track Faculty (ACD 505-02) and Academic Professionals (ACD 505-03) and who have at least 0.5 FTE within the School are members of the School Faculty.

Senate.

Senators must be members of the School Faculty and are elected by the School Faculty to represent the School in The College and University Senates (ACD 112-01) for a three-year term of service. Senators are expected to attend all Senate meetings (or arrange for a substitute), to represent the interests of the School in the Senate, to report to the School Faculty on The College or University issues before the Senate, and to perform other duties appropriate to The College and University Senators.

¹ ACD 505-02

Directorate.

The Directorate consists of the Director and appointed Associate Director(s). The Associate Directors advise the Director on day-to-day issues related to the operation of the School and the management of School staff.

Faculty Advisory Committee (FAC).

The Faculty Advisory Committee (FAC) is an elected body that represents the voice of the School of Public Affairs (SPA) Faculty. The FAC is empowered by the broader School Faculty to serve an advisory role to the Director of the School of Public Affairs. As a representative body for the School Faculty, the FAC advises the Director toward addressing emerging issues, setting the School's agenda, and conveying School Faculty concerns and suggestions about improving the quality of work objectives. Just as important, the FAC can serve as a sounding board for the Director to quickly consult about pressing issues that require feedback and assistance.

Section 1.03 Voting Privileges

a. Tenured and Tenure-Track Faculty.

All faculty with the title Professor, Associate Professor, or Assistant Professor with both their tenure home in the school and at least 0.5 FTE within the School are considered School Faculty and have full voting rights within the School.

b. Career-Track Faculty.

Career-Track Faculty (ACD 505-02) and Academic Professionals at all ranks and with at least 0.5 FTE within the School, are considered School Faculty and have voting privileges except in the hiring, tenure, and promotion of Tenured and Tenure-track faculty.

c. Student Representatives.

Student representative(s) do not have voting privileges in meetings of the School Faculty, but may attend these meetings and participate in discussions of matters before the School except when confidential matters, including all personnel decisions, are being discussed. Student representatives in the School are appointed by the Director in consultation with the School Faculty and the active School Student Groups.

d. Other Faculty, Research Professionals, and Post-Doctoral Fellows.

Faculty and research professionals not included in the subsections a-c above (including professors emeriti, affiliated faculty, adjunct faculty, visiting faculty, visiting instructors, faculty associates, visiting scholars, professors of practice without remuneration, and post-doctoral fellows) do not have voting privileges.

Section 1.04 Officers

a. Director.

The Director is appointed by the Provost on the recommendation of the College Dean and with the advice of the School Faculty. The Director reports to the Dean and is governed by The College, the University, and ABOR policies and procedures.² The Director is the School's chief

² ACD-102

administrative officer and is responsible for the efficient execution of university policies, for overall leadership of the School, and for representing the School to The College, the University, and external constituencies. The Director has overall responsibility for the School's academic and research programs, strategic planning, personnel, budget, and facilities. In the interest of transparency, the Director will provide an Annual Report on the State of the School to the School Faculty.

The Director will be evaluated every other year according to university policy.³ The Dean and College will solicit feedback from School Faculty and Staff to include in the evaluation.

b. Associate Director(s).

The School Director may be assisted by one or more Associate Directors. The Associate Director(s) are appointed by, and report to, the Director. Associate Directors serve at the discretion of the Director.

c. Program Directors.

The Undergraduate Programs Director is appointed by the School Director to oversee the academic and administrative details of the undergraduate programs, chair the Undergraduate Programs Committee, make recommendations to the School Faculty for new or amended academic policies, and allocate scholarships. In accordance with ASU ACD, the Undergraduate Programs Director serves a one-year, renewable term. The Undergraduate Programs Director must be a School Faculty member at the rank of Associate or above within their track.

The Masters Programs Director is appointed by the School Director to oversee the academic and administrative details of all Masters programs, chair the Masters Programs Committee, make recommendations to the School Faculty for new or amended academic policies, and allocate scholarships and research assistantships. In accordance with ASU ACD, the Masters Programs Director serves a one-year, renewable term. The Masters Programs Director must be a Tenured School Faculty member.

The Doctoral Program Director is appointed by the School Director to oversee the academic and administrative details of the Doctoral program, chair the Doctoral Program Committee, make admission recommendations to the Office of Graduate Education based on the recommendations of the Admissions Committee, make research assistant assignments, award scholarships, organize the comprehensive exam process, and conduct Ph.D. student progress reviews. In accordance with ASU ACD, the Doctoral Program Director serves a one-year, renewable term. The Doctoral Program Director must be a Tenured School Faculty member.

Section 1.05 Committees

The administration of School business is conducted by standing and ad hoc committees, each consisting of a chair and committee members. Committee members are selected as provided in these Bylaws. Each committee reports to the Director, through its chair. Standing Committees include the following: the Undergraduate Programs Committee, the Masters Programs Committee, the Doctoral Program Committee, the Faculty Advisory Committee, the Personnel Committee, the Committee for Inclusive Strategies and Design, and the Part-Time Faculty

³ ACD 111-03

Committee. The Undergraduate Programs Committee, Masters Programs Committee, and Doctoral Program Committee provide School Faculty oversight for all School degrees and certificate granting programs.

a. Undergraduate Programs Committee.

The size and composition of the Undergraduate Programs Committee will be determined by the School Director in consultation with the Undergraduate Programs Director and in alignment with the evolving needs of the School. All members are appointed for a one-year term and the committee is chaired by the Undergraduate Programs Director.

b. Masters Programs Committee.

The Masters Programs Committee serves as the governing body for the MPA degree. As such, the Masters Programs Committee shall be structured as required by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA). The Committee shall be chaired by the Masters Programs Director and consist of at least three (3) members of the School Faculty. Additionally, a staff member from Student Services in the School shall serve as a non-voting ex-officio member. The School Director, in consultation with the Masters Programs Director, shall appoint all members who will serve a one-year term of office. Committee members may be reappointed to additional terms. The Committee will report on its activities annually.

c. Doctoral Program Committee.

The size and composition of the Doctoral Program Committee will be determined by the School Director in consultation with the Doctoral Program Director and in alignment with the evolving needs of the School. All members are appointed for a one-year term, and the committee is chaired by the PhD Director.

d. Faculty Advisory Committee (FAC).

The Faculty Advisory Committee (FAC) will have four members elected by the School Faculty (as defined in Section 1.02a: School Faculty of this document). The Committee must include three Tenured or Tenure-track Faculty members. If possible, one of these three should be an Assistant Professor. The fourth member should be a Career Track Faculty member. Deans, Associate Deans, the Director, and Associate Directors are not eligible to serve on the FAC. The chair of the FAC will be elected from among its members. Additionally, the Director serves as an ex officio member of the FAC.

The Faculty Advisory Committee (FAC) members are elected for a two-year term and are ineligible to serve a consecutive term. Elections should be completed each calendar year no later than May 15 for installment during the next academic year. The incumbent FAC members shall continue to serve until the first official day of classes for the ensuing Fall term. In each election, all eligible members of the School Faculty will be given the option to remove their names from the ballot prior to voting. Those with the most votes will be elected to any vacant, eligible positions on the FAC. The FAC chair will be elected by the FAC members.

The FAC will meet with the Director at least once a month during the semester, and whenever issues are presented to the Committee. Any given monthly meeting may be canceled if the Director and all members of the FAC vote to do so. The Committee is to present a report of its activities at faculty meetings and at other scheduled meetings when deemed necessary. Either the FAC chair or the School Director is authorized to call a meeting of the FAC. Two (2) of the

elected members must be present for a quorum (they may participate via phone or video and are not required to be physically present).

e. Personnel Committee (PC).

The Personnel Committee (PC) consists of four School Faculty members: three Tenured School Faculty members and one Career Track School Faculty member (as defined in Section 1.02a: School Faculty of this document). All members of the PC are elected by the School Faculty and will serve for a term of two years. The chair of the Personnel Committee, who must be one of the Tenured School Faculty members, will be elected by the members of the Committee. Members of the Personnel Committee may also serve on Ad Hoc Career Track Promotion Committees.

The Personnel Committee shall meet on a regular basis, but at a minimum of once per semester. The Personnel Committee aids the Director in conducting the annual performance reviews for the Tenured School Faculty, Tenure-Track School Faculty, and Career Track School Faculty in the school. The Personnel Committee does not vote on evaluations, but does provide written feedback to support the Director in drafting annual evaluations. Additionally, the Committee provides recommendations to both the School Director and the School Faculty regarding appointments of adjunct and affiliate personnel.

f. Committee for Inclusive Strategies and Design

The Committee for Inclusive Strategies and Design carries out the ASU School of Public Affairs' mission and the ASU Charter by hosting events and activities that support our students and equip our administrative, instructional, and research community for inclusive excellence. Members of the committee are selected in a manner that reasonably represents the School Faculty and Staff. The chair and committee members are appointed by the Director for one-year, renewable terms.

g. Part-Time Faculty Committee

The Part-Time Faculty Committee shall consist of at least three (3) members of the School Faculty with focused expertise from the major program areas of the School. The School Director, in consultation with the School Leadership, shall appoint the members who will serve a one-year term of office. Committee members may be reappointed to additional terms. The role of the Committee is to advise and assist the director with hiring, managing, communicating with, and evaluating part-time faculty. The committee shall meet on a regular basis, but a minimum of once a semester.

h. Ad Hoc Positions and Committees

Ad hoc positions and committees may be created by the Director or by the School Faculty as needed to carry out any business of the School deemed necessary.

Ad Hoc Curriculum Coordination Committee

The Ad Hoc Curriculum Coordination Committee addresses crosscutting curriculum issues among degree levels, types, and disciplines. This committee shall be formed as needed to evaluate and update curricula and propose changes that impact multiple programs. This committee has two main purposes: a) recommend best practices and standards for curricula, and b) identify gaps, synergies, and redundancies across programs. The Committee members will serve a one-year term. As needed, the Ad Hoc Curriculum Coordination Committee may develop subcommittees based on degree types and focus. All subcommittees should have a subcommittee lead who is at the Associate or above level for their track and has expertise in the subcommittee content area.

Ad Hoc Faculty Recruitment Committees

Tenure-Track

The Tenure-Track Faculty Recruitment Committee, responsible for hiring Tenure-Track or Tenured School Faculty members, is formed by both election and appointment. At least half of the committee members are elected by the School Faculty (as defined in Section 1.02a: School Faculty of this document), while the remaining members are appointed by the School Director. The Committee Chair, who must be a Tenured School Faculty member, is elected by the committee members.

The Tenure-Track Faculty Recruitment Committee should be composed of at least three Tenure-Track or Tenured School Faculty members, with an effort to represent each rank if possible. Additionally, one Career Track School Faculty member may be included on the committee if their specific professional expertise is relevant for the position. The application materials for invited candidates should be accessible to all School Faculty members.

The Tenure-Track Faculty Recruitment Committee will have the following responsibilities:

- Consult with the School Director to draft and finalize announcements for faculty vacancies and to plan recruitment strategies.
- Review applications and nominate candidates for on-campus interviews with the School Faculty
- Actively participate in the interview process, assist in planning candidate visits on campus, and participate in other recruitment-related activities as needed.
- Provide regular updates on recruitment progress to the School Faculty.

The Tenure-Track Faculty Recruitment Committee, incorporating feedback from the School Faculty, provides a summary of strength and weaknesses to the hiring authority.

The outcome of any vote taken will be communicated to the School Faculty within one week by either the Committee Chair or the School Director.

Career-Track

The Career Track Faculty Recruitment Committee, responsible for hiring Career Track faculty is appointed by the Director.

The Career Track Faculty Recruitment Committee will have the following responsibilities:

- Consult with the School Director to draft and finalize announcements for faculty

- vacancies and to plan recruitment strategies.
- Review applications and nominate candidates for on-campus interviews with the School Faculty
- Actively participate in the interview process, assist in planning candidate visits on campus, and participate in other recruitment-related activities as needed.
- Provide regular updates on recruitment progress to the School Faculty.

The Career Track Faculty Recruitment Committee, incorporating feedback from the School Faculty, provides a summary of strength and weaknesses to the hiring authority.

The outcome of any vote taken will be communicated to the School Faculty within one week by either the Committee Chair or the School Director.

Ad Hoc Tenure-Track Promotion and Tenure Committees

Ad Hoc Tenure-Track Promotion and Tenure Committees shall be constituted annually to consider Promotion and Tenure cases and conduct Third-Year Probationary Reviews (as outlined in ASU ACD 506-03). These committees will be appointed by the School Director, in consultation with the Personnel Committee. The Committee members will serve a one-year term. The Committee Chair will be elected by the Committee. One Ad Hoc Tenure-Track Promotion and Tenure Committee will be constituted for each personnel action.

Ad Hoc Tenure-Track Promotion and Tenure Committees should consist of a minimum of three (3) Tenured School Faculty members (for personnel actions related to Third-Year Probationary Reviews or Tenure and Promotion to Associate Professor) or three (3) Full Professor School Faculty members (for personnel actions related to Promotion to Full Professor). There should be at least one Full Professor on any Ad Hoc Tenure-Track Promotion and Tenure Committee. Additionally, at least one committee member should have expertise in the research area of the promotion and tenure candidate. School Faculty going up for Promotion or Tenure during the academic year are not eligible to serve on an Ad Hoc Tenure-Track Promotion and Tenure Committee that year.

For purposes of decisions relating to promotion, only those School Faculty above the rank of the individual being considered shall have the privilege of voting. Only those School Faculty with tenure shall have the privilege of voting for decisions relating to tenure.

External evaluators for the promotion and tenure process shall be selected according to procedures required by the College and the University (as outlined in ASU ACD 506-04 and ACD 506-05).

The Ad Hoc Tenure-Track Promotion and Tenure Committee will work with school academic HR staff to ensure the appropriate data are collected and made available for School Faculty review during the promotion and tenure process. The school academic HR staff shall consult with the promotion and tenure candidate to ensure the availability of all relevant information. All Tenure-track School Faculty members will be evaluated by two peers for two courses prior to submitting their materials for Third-year review, prior to submitting their material for tenure/promotion to associate professor, and prior to submitting their material for promotion to full professor. The teaching evaluations will be coordinated through the school's Ad Hoc Promotion and Tenure committee and submitted with each candidate's material for review. The candidate will select no more

than one of the two reviewers.

A meeting of all voting School Faculty shall be held to provide input to the Ad Hoc Tenure-Track Promotion and Tenure Committee and to conduct a yay or nay vote of the School Faculty as to the support of the candidate under review. Copies of the full package of the promotion and tenure candidate's materials (including external reviewers' letters) shall be available to all voting School Faculty at least one (1) week before the scheduled meeting. It is the responsibility of each member of the School Faculty eligible to vote to review these materials prior to the meeting. The results of the vote will be included in the Ad Hoc Tenure-Track Promotion and Tenure Committee's letter to the School Director. The final version of this letter will be available for School Faculty who voted on the case (including the result of the vote) within one week of the vote.

The Ad Hoc Tenure-Track Promotion and Tenure Committee will adhere to the College Personnel Policies Standing Rules. Evaluation criteria are described in the School of Public Affairs Promotion and Tenure Criteria and Guidelines Document. The recommendations of the voting School Faculty and of the Director shall be transmitted to the Dean of the College.

[Ad Hoc Career Track Promotion Committees](#)

Ad Hoc Career Track Promotion Committees shall be constituted as needed to consider Promotion cases for Career Track School Faculty members. These committees will be appointed by the School Director, in consultation with the Personnel Committee. The Committee members will serve a one-year term. The Committee Chair will be elected by the Committee members.

Ad Hoc Career Track Promotion Committees should consist of a minimum of three (3) Tenured or Career Track School Faculty members above the current rank of the promotion candidate. Additionally, at least one committee member should have expertise in the research or teaching area of the promotion candidate. Career Track School Faculty members going up for Promotion during the academic year are not eligible to serve on an Ad Hoc Career Track Promotion Committee that year.

The Ad Hoc Career Promotion Committees will work with the school academic HR staff to ensure the appropriate data are collected and made available for School Faculty review during the promotion process. The school academic HR staff shall consult with the promotion candidate to ensure the availability of all relevant information. All career track School Faculty members will be evaluated by two peers for two courses prior to submitting their materials for promotion. The teaching evaluations will be coordinated through the school's Ad Hoc Promotion committee and submitted with each candidate's material for review. The candidate will select no more than one of the two reviewers.

Article 2. Meetings

Section 2.01 Faculty Meetings

a. Frequency.

The School Faculty generally meets once each month during the academic year.

b. Parliamentary Procedures.

In the event of disputes over parliamentary procedures, the current edition of *Robert's Rules of Order* shall govern.

c. Notification.

Except for urgent business, the Director must announce School Faculty meetings by email at least three working days in advance, with an agenda distributed at that time. Any member of the School Faculty may submit additional agenda items that must be included on the agenda if they are received in time to be included and distributed with the meeting announcement and the advance agenda.

d. Quorum.

More than one-half of the voting School Faculty members who are not on sabbatical leave, parental leave, FMLA, full-time administrative appointments external to the School, or other formally approved leaves constitute a quorum. If no quorum call is requested, all votes taken at a properly called School Faculty Meeting are considered valid.

e. Voting.

Voting is normally conducted by an open voice vote (may be via zoom or phone), show of hands (may be via zoom), or electronic poll. However, any request by a voting member for use of a secret electronic ballot rather than a show of hands or a voice vote will be honored. A simple majority of School Faculty members voting will decide a question, except that a two-thirds majority of School Faculty present is required to approve changes to the Bylaws. A quorum must be present to vote on Bylaws revisions.

f. Minutes.

Minutes of all Faculty Meetings shall be approved by the School Faculty and the Director and distributed to School Faculty members in a timely fashion.

Section 2.02 Special Faculty Meetings

Special School Faculty Meetings may be called at any time by the Director or by a majority of the members of the School Faculty. Such special requests by School Faculty members must be submitted in writing and must state the reason for the meeting. Upon receiving such a request, the Director must convene the School Faculty within ten (10) working days.

Article 3. Personnel Policies

Section 3.01 Promotion and Tenure and Probationary Reviews

Promotion and Tenure are governed by the SPA Promotion and Tenure Criteria and Guidelines document. Probationary reviews are conducted in accordance with ASU ACD 506-03. Promotion of career track faculty are conducted in accordance with College policy and ASU ACD procedures.

Section 3.02 Annual Performance Evaluations

The Personnel Committee advises the Director in preparing the annual performance evaluations in accordance with the University and Watts College policies. Annual performance evaluations of School Faculty depend upon the record of effective teaching, excellence in research or other creative activities, and service to the School, College, University, profession, or community. Evaluations also take into account the workload distribution for each School Faculty member during the evaluation time period.

Funds made available for academic salary increases by the University will be allocated by the Director. The annual performance evaluations will provide the primary basis for assessing the level of performance in the areas of research, teaching and service to determine any “merit” portion of the salary allocation for School Faculty members.

In the academic semester in which annual reviews are due, the Director will provide the School Faculty with a summary indicating their assessment of each individual’s performance. Formal appeals of annual performance evaluations must be submitted in accordance with current policy in the College and University.

Section 3.03 Faculty Hiring Plans

Faculty hiring plans for the School shall be developed by the Director in consultation with the School Faculty. Hiring plans are submitted to the Dean on request.

Article 4. Curriculum

Section 4.01 Degrees and Curriculum

Proposals for the creation or disestablishment of School-administered undergraduate or graduate degrees, or substantial changes to their curricula, may be submitted for consideration by the appropriate Programs Director and corresponding committee and must be approved by the School Faculty.

Article 5. Bylaws and Policies and Procedures Revisions and Ratification

Section 5.01 Bylaws

Amendments to the School Bylaws must be approved at a duly called meeting of the School Faculty by a two-thirds majority, provided that a quorum (as defined in section 2.01d) is present. If

approved, the Director forwards the recommended amendment to the Dean and the Office of the Executive Vice President and Provost for approval. The School Bylaws shall be carefully reviewed by a School Ad Hoc Committee at least once every five (5) years.