Part I. Functions

1. The Faculty of the Luskin School of Public Policy and Social Research Affairs shall conduct the governance of the Luskin School of Public Policy and Social Research Affairs in accordance with all applicable rules of the Academic Senate of the University of California.

Part II. Membership

2. Membership in the Faculty of the Luskin School of Public Policy and Social Research Affairs is defined by Divisional Bylaws 50(A) and 179.

Part III. Officers

3. The officers of the Faculty shall consist of a Chair and a Vice Chair/Secretary who shall also serve as Chair and Vice Chair/Secretary of the Faculty Executive Committee. The Vice Chair/Secretary shall serve as Acting Chair in the absence of the Chair.

4. Administrative officers of the School of Public Policy and Social Research Affairs cannot serve as officers of the Faculty.

Part IV. Meetings

5. The Faculty of the School shall meet at least once annually after a call by the Chair of the Faculty or the Vice Chair/Secretary of the Faculty with a minimum of one week's notice prior to the meeting. The agenda of regular meetings shall include the following:

(A) Consideration of the Minutes of the preceding Faculty meeting;
(B) Announcements by the President, Chancellor, Dean, Department Chairs;
(C) Reports of committees;
(D) Petitions of students;
(E) Unfinished business;
(F) New business.

6. Special meetings of the Faculty may be held at other times with at least three instructional days notice:

(A) After a call to meeting by the Chair of the Faculty or the Vice Chair/Secretary of the Faculty, or
A written request for a meeting signed by at least ten voting members of the Faculty, and the meeting must be scheduled to 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.

7. Non Senate faculty, staff, and students may be invited by the Chair to attend meetings of the Faculty or its committees and receive the courtesy of the floor.

8. The Chair shall preside at all meetings of the Faculty. In the absence of the Chair, the Vice Chair/Secretary will preside.

9. Robert's Rule of Order (current edition) shall govern Faculty meetings in all instances not covered by the Bylaws.

10. Voting shall be without secret ballot, except that a secret ballot shall be taken whenever requested by a majority of the voting members present. Ballots on academic personnel shall be by secret ballot.

**Part V. Quorum**

11. One third of those entitled to vote at Faculty meetings shall constitute a quorum.

**Part VI. Committees**

12. The Dean is an ex officio member of all committees without vote except as may be herein designated.

13. Except as may be herein designated, administrative officers of the Luskin School of Public Policy and Social Research Affairs cannot serve as members of the committees established by these Bylaws.

14. Executive Committee

   (A) The Faculty Executive Committee will provide advice, counsel, and recommendations to the Faculty and/or to the Dean as appropriate on all matters of school-wide significance including, but not limited to:

   (1) Budgetary matters of the School and the Departments, including but not limited to, the distribution and allocation of space and resources necessary to achieve academic goals.

   (2) The allocation of FTEs to Departments, authorizations to recruit, and the appointment of search committees.

   (3) The adoption, modification, or elimination of degree programs.

   (4) Oversight of all degree programs.

   (5) The appointment of Department Chairs, academic and research unit chairs, and other administrative appointments involving faculty
activities.

(6) Other matters deemed appropriate for discussion by the Committee.

(B) The Faculty Executive Committee is not intended to replace other standing School committees, or Departmental committees, but is intended to be a mechanism for directing and integrating their work. It is not intended to replace Departmental Chairs, who continue to have the responsibility for administration of departmental budgets, academic and non-academic personnel, curriculum, and the management of day-to-day affairs. Whereas Departmental Chairs will be concerned with departmental interests, the Faculty Executive Committee will take a school-wide perspective.

(C) The Faculty Executive Committee will be composed of the Chair and Vice Chair/Secretary of the Faculty, one representative from each of the Departments of Public Policy Studies, Social Welfare, and Urban Planning, and the Dean, as an ex officio non-voting member.

(D) The Vice Chair serves a one-year term as Vice Chair/Secretary and then assumes the position of Chair for a one-year term. If the chairship becomes vacant, the Vice Chair/Secretary becomes Chair for the remainder of that term and the succeeding one-year term. In the event of a vacancy in the office of the Vice Chair/Secretary, an election shall be conducted within two months.

(ED) Departmental The faculty representatives of the Faculty Executive Committee will be elected for a one-year term beginning on September 1.

(F) All terms commence The faculty representatives of the Faculty Executive Committee will be elected for one-year terms beginning on September 1.

(GE) The elected Chair and Vice Chair/Secretary of the Faculty will also serve as Chair and Vice Chair/Secretary of the Committee.

(HF) Election of Faculty Executive Committee Members.

(1) Only Non-Emeritae/i academic senate members shall be entitled to vote for the Faculty Executive Committee.

(2) Departmental Representatives. During the Spring quarter, each department will elect one representative and one alternate to serve on the Faculty Executive Committee for the following academic year.

(3) Chair and Vice Chair/Secretary. During the Spring quarter, the Vice Chair/Secretary will distribute nomination forms to the entire faculty of the School, one month prior to election of the Chair and Vice Chair/Secretary for the coming academic year. A faculty member must be nominated by at least one other member in order to appear
on the ballot.

(4) Consent of the candidate must be obtained in order to validate the nomination. Voting will be done by secret mail ballot of all eligible voters with one week allowed for voting. A candidate is elected if he or she receives a majority of those voting. A run-off ballot will be used if no candidate receives a majority on the first ballot.

(G) The Faculty Executive Committee will meet at least once twice per quarter.

(H) The agenda for each meeting will be distributed to all faculty in advance.

(I) Meetings may be called by the Chair, or in her/his absence the Vice Chair/Secretary, or a majority of the voting members of the Committee.

(J) Faculty may request any member of the Faculty Executive Committee to place an item on the agenda, and Committee members may individually place items on the agenda.

(K) A majority of the Faculty Executive Committee will have the power to call a School meeting upon two weeks notice.

(L) Quorum: A quorum shall consist of a majority of voting members.

15. Committees

(A) The Chair of the Faculty shall appoint all committees of the Faculty not otherwise provided for.

Part VII. Departments

16. Each Department shall be responsible for the following matters:

(A) The recruitment, supervision, and evaluation of departmental academic personnel.

(B) The development of the departmental curriculum and the administration of its degree programs.

(C) The admission and matriculation of departmental students.

(D) The proper functioning of a grievance procedure for both Department personnel and students.

17. Each Department Chair will be responsible for the following departmental matters:

(A) The proper administration of the budget according to the allocations and categories decided by the Dean in consultation with the Chair. Department Chairs, in accordance with the bylaws of the department and with the approval of the Dean, will have flexibility to make adjustments between lines for exceptional circumstances.
(B) The staffing and supervision of the departmental curriculum.
(C) The recruitment, supervision, and evaluation of non-academic personnel.

Part VIII. The Dean

18. The Dean is responsible for the overall administration of the school, including:
(A) The allocation of resources to the various departments, and that those resources are properly accounted for;
(B) The proper administration of applicable system-wide and local rules and regulations;
(C) That the curriculum of the various departments is properly staffed and that academic standards are maintained;
(D) That standards for admission and matriculation of students in the Departments are in accordance with University rules and regulations;
(E) That appropriate grievance procedures for students and staff are maintained.

19. The Dean, in consultation with the Department Chairs and the Faculty Executive Committee, will allocate to each Department an overall budget, general categories for personnel, administration, and discretionary funds.

Part IX. Amendment of Bylaws

20. The foregoing Bylaws may be added to, amended, or repealed at any regular or special meeting by a two thirds vote of the members present.

21. Not less than ten 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, the Secretary shall post to the Faculty a written notice of any such proposed addition, amendment, or deletion.

Part X. Implementation

22. These Bylaws shall become effective immediately after approval by two thirds of the Faculty. Initial elections for the faculty representatives to the Executive Committee shall be conducted immediately after approval of these Bylaws.