

Joseph R. Biden, Jr. School of Public Policy and Administration By-Laws

November 1, 2023

1. The Biden School of Public Policy and Administration is an academic unit that reports directly to the Provost.
2. The School Faculty
 - 2.1. The faculty of the Biden School of Public Policy and Administration consists of Professors, Associate Professors, Assistant Professors, and Instructors who hold appointments in the School.
 - 2.2. The voting faculty consists of tenure line faculty, continuing track faculty with budgeted lines of at least 50% of base salary in the School, and professional staff with secondary faculty appointments.
 - 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 conducting 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. All faculty appointments must adhere to the faculty handbook. Nominations for joint appointments and secondary appointments will follow the policies established by the faculty. Split appointments will be governed by a Memorandum of Understanding.
 - 3.1. Joint appointments (see Biden School Faculty Appointments Policies)
 - 3.2. Secondary appointments (see Biden School Faculty Appointments Policies)
 - 3.3. Split appointments (see Biden School Faculty Appointments Policies)
4. The Dean of the School
 - 4.1. The Dean shall be appointed by the President of the University, upon the recommendation of the Provost, for a term of five years, subject to renewal, with the President having the authority to replace the Dean at any time within a five-year term if, in the opinion of the President and Provost, such action shall be desirable. The advice of a majority of the School Faculty, ascertained by a formal vote, is required for the appointment or reappointment of the Dean.

- 4.2. The Dean, 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 Dean 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 Dean will also provide leadership in implementing these policies and in interpreting them to the University and to the wider professional and general communities.
- 4.3. The Dean will administer faculty workloads in accordance with the current workload policy.
- 4.4. Annual faculty evaluations will be conducted by the Dean and will be submitted to the Provost. Recommendations for faculty merit increases will be made by the Dean to the Provost.
- 4.5. The Dean of the School shall be the chairperson of the School faculty meetings. In the Dean's absence the Deputy Dean will assume this duty.
5. Academic Programs
 - 5.1. Academic programs within the School can be found in the UD Undergraduate and Graduate Catalogs.
 - 5.2. The Dean will appoint an Academic Program Director for each academic program with a positive vote from the faculty. The role and responsibility of Academic Program Directors can be found in Biden School Supplemental Policies.
6. Faculty meetings
 - 6.1. Regular faculty meetings will be held periodically as determined by the faculty. Special meetings may be called by the Dean 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. One master's, one undergraduate, and one PhD student shall participate and have voting rights in School's 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 (see Biden School Committees Policy)
 - 7.2. A Curriculum Committee consisting of the directors of each academic program (see Biden School Committees Policy)
 - 7.3. MPA Faculty Committee

7.4. Governance Committee

The charge of the Governance Committee is as follows:

The Governance Committee is generally responsible for reviewing the governance structures and practices of the Biden School and reporting its findings and recommendations to the faculty. Key tasks of the Governance Committee include: periodically reviewing the mission and vision statements of the Biden School for consistency across documents and activities; periodically reviewing the governing documents of the Biden School for consistency with actual Biden School practices; providing a process for discussion and amendment of governing documents; and developing and reviewing governance policies to guide effective oversight and thoughtful planning.

7.5. Other committees may be established as approved by the faculty and the Dean

8. Bylaws

8.1. These Bylaws of the Biden School of Public Policy and Administration 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, and (5) the Collective Bargaining Agreement between the University of Delaware and the American Association of University Professors, University of Delaware Chapter.

8.2. A proposal to amend the By-Laws may be introduced at a regularly scheduled faculty meeting. After deliberation by the faculty, upon a move and second for a vote, an electronic ballot shall be distributed to all voting eligible faculty within one week of the motion. Passage of the amendment requires two-thirds support of the voting eligible faculty.

These Bylaws were amended on November 1, 2023, passed on March 26, 2020.