

## **BY-LAWS OF THE EDWARD J. BLOUSTEIN SCHOOL OF PLANNING AND PUBLIC POLICY**

### **Rutgers, The State University of New Jersey**

#### Article I. PREAMBLE

These by-laws, prepared and adopted by the faculty of the Edward J. Bloustein School of Planning and Public Policy, effective September 30, 2001, and any subsequently adopted changes and amendments, are intended to govern the affairs of the school in accordance with the several articles that follow. These provisions shall not be suspended except by way of the amending procedure specified in Article VIII. The by-laws, and any amendments thereto, shall be consistent with all currently applicable sections of University Regulations and Procedures. In the event of any conflict or inconsistency, the University Regulations and Procedures shall prevail.

The Edward J. Bloustein School of Planning and Public Policy was established in the 1992 school year. Most of the units within the school moved into the Civic Square Building in 1995, and several new centers were established within the school since its creation and the move into its current quarters. On July 13, 2001, the university's Board of Governors approved a strategic plan of the school, which reorganized the faculty from three distinct academic departments into one school-wide faculty, to better implement the newly adopted mission of the school, which is:

“The Bloustein School is committed to a rebirth of the public-service ethic in the United States. The ethic focuses on good civic design in its broadest sense—encompassing such endeavors as housing, transportation, workforce development, public health, economic development, ecological balance, and social justice for the disadvantaged. The ethic strives for a scholarly atmosphere that is inspirational, creative, productive, and personally fulfilling. The ethic reaches to the larger world beyond academic—that is, to community, state, national, and international clientele.

Edward J. Bloustein—Rutgers' president, constitutional scholar, active citizen, philosopher, and teacher—lived a life of civic engagement that the school's ethic seeks to perpetuate. Research, teaching, and outreach at the Bloustein School aim for intellectual originality and practical rigor in an atmosphere of spirited and open debate. Bloustein activities are rooted in diversity of experience and thought. They create settings where individuals and communities can flourish.

The Bloustein ethic strives to improve the quality of public discourse by producing ideas and measures that have impact. The Bloustein ethic engages those who do their jobs not just honorably, but with a passion for their work that alters their surroundings. The Bloustein School seeks to foster new research and thinking that achieve both scholarly recognition and public acceptance.”

These new by-laws were prepared and adopted to reflect the new mission and academic organization of the school.

#### Article II. OFFICERS

##### A. Dean

As provided in University Regulation 2.41, the dean shall be the principal officer of the school and shall lead the faculty and staff in the creation of effective programs of instruction, research, service, and student development.

##### B. Associate and/or assistant deans

The dean may appoint such associate and/or assistant deans to provide such assistance and advice as he/she may seek. The duties and responsibilities of associate and assistant deans shall be those delegated by the dean.

## C. Program and center directors

Directors of academic programs and research centers in the school are normally appointed by the dean, in consultation with program and center faculty, for three-year terms, with opportunity for reappointment.

## Article III. CONGRESS

- A. The Bloustein School has created a Congress to discuss and make recommendations regarding school-wide matters. In collaboration with the office of the dean, it reviews annually the goals and measurements of the school's achievement and education programs. It reviews the dean's annual report and the school's accomplishments in light of its mission. The Congress also considers school-wide concerns, such as quality of life and multicultural issues.
- B. The Congress shall be comprised of all full-time faculty and staff members of the school, all of whom shall vote on proposals brought before it. All students shall be permitted and encouraged to participate in discussions, but shall be non-voting.
- C. The Congress shall annually at its spring meeting elect a secretary to lead the meetings of the Congress for the following academic year.
- D. Administrative-clerical staff members of Congress shall elect three administrative-clerical staff members to the school's Steering Committee (see Article VII).
- E. The Congress shall meet once per semester with two-weeks prior notice given. The dates of the meetings are to be determined by the dean and the secretary of the Congress.

## Article IV. FACULTY COUNCIL

## A. Duties and Powers of the Faculty

Under the president of the university, the faculty shall have jurisdiction over academic matters within the School of Planning and Public Policy as follows:

- 1. Establishing the requirements for admission into the school.
- 2. Establishing the requisite curriculum for its academic work and providing a schedule of classes.
- 3. Encouraging the research work of faculty members and students.
- 4. Overseeing the personnel procedures for recruitment, hiring, promotion, and merit salary increases.
  - a. The school's reappointment and promotion process for tenured and tenure-track faculty members shall be in conformance with that of the university (specifically, the Academic Reappointment/Promotion instructions) and shall include the following levels of review: reading committee (optional), school-wide tenured faculty (or appropriate levels of PIs or PIIs), A&P committee, and dean. Candidates for tenure and promotion to associate professor, professor I or II will also be reviewed by the university-wide Promotion Review Committee. In conformance with university regulations, every year the dean shall consult the tenured faculty to determine if a reading committee is appropriate for the candidates to be reviewed in that year, and if it is, to determine the composition of that reading committee.
    - o The school's reading committee for each candidate for reappointment and promotion normally shall be comprised of all of the appropriately-ranked faculty members in the candidate's program for whom the program is their primary program, (i.e. tenured for associate professors, professors I and II for professors I, and professors II for professors II). The reading committee shall

assess the candidate's scholarship, teaching, and service and shall submit a written or verbal report of this assessment to the faculty members participating in the peer review of the candidate.

- o No faculty member who serves in any given year on the school's Appointments and Promotions Committee may vote on candidates that year at the peer faculty level
  - b. The school's appointment, reappointment, and promotion process for non tenure-track (NTT) faculty members shall be in conformance to the process approved by the Faculty Council. For reappointment and promotion, in consultation with the Dean's Office, annually each program at the Bloustein School shall create a NTT Appointment and Promotion Committee (NTT-A&P) consisting of normally three full-time faculty members, two of whom shall be tenured or tenure-track faculty members at or above the rank proposed for the faculty member being hired or evaluated, and one of whom shall be a similarly eligible full-time, NTT faculty member. Until such time as qualified NTT full-time faculty members exist to be in positions of full participation, the committee shall have minimally three tenured/tenure-track faculty members as voting members and a NTT faculty member shall be involved in the NTT-A&P in an advisory capacity. In cases where the candidate is in more than one program, a committee of five shall be constituted, with three of the five coming from the program with the majority of the effort. The NTT-A&P recommendation to reappoint or promote any NTT faculty member will be presented to the tenured members of the Faculty Council and the NTT faculty members at or above the rank into which the NTT faculty member is being promoted for consideration, and the recommendation for the NTT-A&P and that of the Faculty Council will be presented to the Associate Dean of the Faculty and Dean for approval.
5. Adopting regulations regarding attendance, conduct of examinations, grading, scholastic standing, and other appropriate matters.
  6. Setting the requirements for degrees.
  7. Recommending through the President to the Board of Governors these candidates who have fulfilled the degree requirements.
  8. Adopting regulations regarding its own procedures.
  9. Advising the dean on policies assuring the quality of the academic and research programs.
  10. Electing members for the Steering Committee (see Article VII).
  11. Reviewing entry and exit of centers and academic programs into/from the school.
- B. Faculty Membership
1. Members of the faculty of the Edward J. Bloustein School of Planning and Public Policy shall include:
    - The president of the university and/or university vice president for academic affairs of the university.
    - The dean and associate deans of the school.
    - Full-time (e.g., not PTLs) tenured and tenure-track faculty members, including professors, associate professors, and assistant professors; and ranks of full-time nontenure-track faculty equivalent to those in tenured and tenure-track positions and any full-time nontenure-track instructors.
    - Such other officers of the university as the faculty may designate

- Visiting and professors emeriti.
- The school also includes a number of associate faculty, tenured in other departments of the university, but who participate in the instructional and research activities of the school.

2. Voting Members of the Faculty Council

The faculty of the Edward J. Bloustein School of Planning and Public Policy constitute a school-wide Faculty Council for governing purposes. Voting members of the Edward J. Bloustein School of Planning and Public Policy's Faculty Council shall include all full-time faculty members (e.g., not PTLs) tenured or tenure-track in the school (including faculty members on leave) at the rank of professor, associate professor, assistant professor, and equivalent ranks of full-time nontenure-track faculty members beginning with their sixth year of appointment at the school.. Consistent with university regulations, no member of the faculty may vote in personnel matters except in the school in which he/she is tenured or tenure-track. Faculty members not tenured nor in a tenure-track position in the school may be granted voting rights in the deliberations of the Council, but may not vote on personnel matters.

3. The Faculty Council reports to the dean through the associate dean of the faculty.

C. Meetings of the Faculty Council

The Faculty Council is the governing forum of the Bloustein School faculty.

1. Regular Meetings

At least three meetings of the Faculty Council shall be held each academic year in mid-October, mid-February, and late April, at the call of the dean. In addition to the regular business of the Faculty Council and at the request of the chair, the dean shall deliver a report each semester on academic and faculty matters.

2. Special Meetings

Special meetings of the Faculty Council may be held at the call of the president, the dean, or 25 percent of the Faculty Council members. Such meetings shall be called to deal with a particular topic and the call for the meeting will indicate the reason for the meeting. The notice of the meeting will be distributed as far in advance of the meeting as is practical, and not less than 24 hours.

3. Quorum

A quorum shall consist of thirty-three (33) percent of the voting members of the Faculty Council for the current year.

4. Conduct of Meetings

a. Presiding officer

The chair of the Faculty Council shall normally preside at all meetings of the Faculty Council unless the dean, president, or the university vice-president for academic affairs is present and asked to preside. (See Section 4d for election procedures).

b. Order of Business

The chair of the Faculty Council, in consultation with the associate dean of the faculty, shall set the agenda for all meetings in keeping with the business at hand. The tentative agenda, resolutions, and reports for the meeting shall be distributed not later than one week prior to the meeting date, except in the case of special meetings.

c. Rules of Order

- 1.) Resolutions, reports, and motions that commit the faculty to any policy position or curriculum change must be submitted to the Faculty Council chair at least ten days before the meeting so that copies can be distributed to each member of the faculty at least one week before the meeting at which action is contemplated.
- 2.) Motions and resolutions involving policy and curriculum changes that have not been circulated in written form one week prior to the meeting may be presented at the meeting with common consent of the faculty for debate only. Action must be deferred until the next meeting of the Faculty Council or voted on by mail or electronic ballot.
- 3.) A mail or electronic ballot shall be ordered on any questions, before the final vote shall have been taken, at the request of one-third (1/3) of the voting members present. A motion requesting a mail or electronic ballot shall take precedence over a call for a question.

d. Election of Chair

The chair of the Faculty Council shall be elected in April for the following academic year by the members of the Faculty Council for a term of two years and shall be eligible to succeed him or her self at the pleasure of the faculty. The duties of the chair shall be to preside over meetings of the Faculty Council, keep a record of all actions taken by the faculty, distribute a copy of the minutes of Faculty Council meetings to each faculty member and school officer, and to such administrative offices of the University as may be indicated, to maintain an up-to-date copy of the school by-laws and university regulations, to handle all pertinent faculty correspondence, and to chair faculty personnel meetings.

D. Committees of the Faculty Council

1. Standing Faculty Council Committees

a. Program Directors

The four program directors, representing the views of their program faculties, will be convened regularly by the Associate Deans to discuss issues in curriculum policy and in the integration of the curricula in the Ph.D., MCRP, MCRS, MPP, and MPAP programs and in the undergraduate majors. They will consider and recommend to Faculty Council proposals from the programs for curricular changes and new courses and title changes, and work with the associate deans to improve articulation among programs of the school. They will also discuss other issues related to the school's programs.

b. Appointments and Promotions

- Advises the dean on appointments, reappointments, promotions, retirements, or personnel procedures generally. Also serves as the school's Committee of Review to counsel and advise any members of the

faculty who seeks such advice with respect to any problem affecting his or her status as a member of the university. Faculty search committees shall include faculty members within the program areas of research and teaching for which a candidate is being sought.

- Committee membership consists of four to eight faculty members: the committee chair and additional faculty members as appointed by the dean. When possible, at least three of the committee members shall be members of the faculty of the school. The Appointments and Promotions Committee can function in disciplinary sub-committees. Committee membership shall be limited to faculty with tenure. Should promotions to Professor II be considered, then all PII members of the school shall form this committee.

2. Select Committees

The dean or Faculty Council may at any time establish committees ad hoc for specific purposes.

E. Representatives and Delegates

1. University Senate

a. Membership

The allocated number of faculty delegate(s) of professorial rank shall be elected by the Faculty Council for a three-year term to represent the faculty in the University Senate.

b. Responsibilities

The delegate(s) shall report all Senate actions to the Faculty Council on a regular basis, determine the opinion of the faculty on questions before the Senate, and represent the faculty at all Senate meetings.

2. New Brunswick Faculty Council

a. Membership

The allocated number of delegates of professorial rank shall be elected by the Faculty Council for a three-year term to represent the faculty in the New Brunswick Faculty Council.

b. Responsibilities

The delegates shall report all New Brunswick Faculty Council actions to the faculty on a regular basis, determine the opinion of the faculty on questions before the New Brunswick faculty Council, and represent the faculty at all New Brunswick Faculty Council meetings.

Article V. ACADEMIC PROGRAMS

A. Academic programs are responsible for the following:

- Conducting instruction
- Admission of students to the program, scholastic standing criteria and student recruitment procedures. Recommends to the Faculty Council all candidates for degrees
- Advising students

- Establishing degree requirements for students in the program. No changes in degree requirements may be implemented for a particular class, if such changes will delay the graduation of a student who is continuously registered and making normal progress toward completing degree requirements, or if such change substantially alters the sequence of courses so as to impose an overload or undue hardship on students. In general, a student is guaranteed the right to graduate under the requirements in effect at the time of his/her admission.
  - Annually reviewing the performance of the program in admissions to the program, students' progress to degree, and placements of graduates
  - Recommending curriculum to the Faculty Council
- B. The school's academic programs shall be organized around the following four areas:
- Undergraduate programs
  - Public Policy Program
  - Urban Planning and Policy Development Program
  - Ph.D. Program
- C. Faculty members shall request of the dean and director a program with which to affiliate as their primary program, which includes teaching, advising, and curriculum responsibilities. To increase the integration in teaching as well as service and research in the Bloustein School, faculty members shall also request secondary program(s) with which to affiliate, which includes at a minimum participation in faculty meetings of that program.

Primary programs include the two master's programs (Public Policy and Urban Planning and Policy Development) and the undergraduate program. The Ph.D. program can only be a secondary program selection. Faculty member duties in the Ph.D. program include being in the roster of examiners and/or serving on dissertation committees.

#### Article VI. RESEARCH AND PUBLIC SERVICE CENTERS

- A. Research Centers at the Bloustein School are responsible for the following:
- Conducting research, and facilitating research opportunities for students.
  - Engagement in service activities.
- B. The school includes several research and public service centers, representatives of which participate in the school's governance structure. The school maintains a current list of all of its centers on its website.
- C. The dean, in consultation with the appropriate center and program directors, may appointment faculty members to be affiliated with centers for one-to-three-year terms.
- D. Upon recommendation of a program faculty, the dean may designate center staff as faculty fellows (non-faculty school staff members who participate in the academic programs) in that program.

#### Article VII. STEERING COMMITTEE

- A. The Bloustein School Steering Committee shall provide advice to the dean on long-range interactions among the legislative bodies and their constituents. It will also assist the dean to respond to funding opportunities.
- B. Membership

The Steering Committee shall consist of the following:

Dean  
Associate deans  
4 program directors  
3 center directors (appointed by the dean)  
4 faculty members including 2 senior and 2 junior members (elected by Faculty Council)  
3 administrative-clerical staff including 2 administrative professional and 1 clerical (elected by administrative and clerical members of Congress)  
4 students, including 1 Ph.D., 1 public policy masters, 1 urban planning and policy development masters (appointed in consultation with the student governing body), and 1 undergraduate student (selected in consultation with the undergraduate students (selected in consultation with the undergraduate organizations).

C. Meetings

The committee shall meet 6 – 8 times annually.

D. Committee chair

The chair of the Steering Committee shall be elected by the members of the committee for a one-year term at its annual organizational meeting.

E. Minutes of the meetings shall be distributed to the entire school.

F. Rules of Procedure Committee

The chair of the Steering Committee shall appoint a Rules of Procedures Committee that recommends to the faculty and dean rules of procedure for the operation of the school and rules on procedural issues that arise in the course of the school's business. It solicits faculty interest in serving in elected committee positions and submits names of all those interested as nominees to the faculty for final election. It also maintains a systematic record of school policies and decisions affecting the operation of the school.

G. Elected committee members shall serve two-year staggered terms.

Article VIII. AMENDMENTS

- A. Amendments to Article IV (Faculty Council) of these by laws may be initiated by the Rules of Procedure Committee or by any member of the Faculty Council and must be submitted in writing to the chair of the Faculty Council. The chair of the Faculty Council shall distribute copies of all proposed amendments to all voting members of the Faculty Council at least two weeks before the meeting at which action is contemplated.
- B. Amendments to all articles of these by-laws other than Article IV may be initiated by the Rules of Procedure Committee or by any member of the Congress and must be submitted in writing to the secretary of the Congress. The secretary shall distribute copies of all proposed amendments to all voting members of the Congress at least two weeks before the meeting at which action is contemplated.

Article IX. STATUS OF BY-LAWS

These by-laws shall become permanent upon an affirmative vote of a majority of the faculty by mail or electronic ballot submitted to all eligible voting members.

*By-laws adopted November 30, 2001; amended February 18, 2005; article IV amended September 12, 2007; articles V, VI. and IX amended December 7, 2007; article IV amended May 9, 2014.*