

THE CONSTITUTION  
OF THE  
COLLEGE OF PUBLIC AFFAIRS  
AND COMMUNITY SERVICE

Approved by the Faculty: March 1983

Revised by the Faculty: April 1997, April, 2003

**CONSTITUTION OF THE COLLEGE OF PUBLIC AFFAIRS AND  
COMMUNITY SERVICE**

Article I. Faculty

Section 1. Responsibilities

Subject to the powers vested in the Board of Regents or delegated to its administrative officers, the immediate government of the College shall be by its faculty.

Section 2. Voting Membership

The voting members of the College of Public Affairs and Community Service shall be the faculty of the College. The faculty shall include all persons at or above the following ranks: assistant instructor, community service associate, research associate, or equivalent ranks, and such administrative officers as the College of Public Affairs and Community Service may designate.

Section 3. Ex Officio Membership

The President of the University of Nebraska, the Chancellor of the University of Nebraska at Omaha, the Dean of the College, and such other persons as may be designated by the faculty shall be ex officio non-voting members of the faculty.

Section 4. Meetings

a. College meetings shall be held at least once a semester at a time and place designated by the Dean. Prior notice of at least ten working days shall be provided to the faculty.

b. Special meetings of the voting membership of the College may be called by the Chancellor of the University or by the Dean of the College. Special meetings must be called by the Dean within fifteen working days after a petition by at least ten faculty members, a request by the Executive Committee, or Advisory Committee, or a majority vote of the faculty when in regular or special session. Only agenda items distributed to the faculty of the College at least five working days in advance shall be transacted at a special meeting.

c. Forty percent of the faculty shall constitute a quorum for faculty meetings.

d. Meetings of the faculty shall be conducted according to Robert's Rules of Order.

## Article II. Committees

### Section 1. Standing Committees

There shall be six standing committees--the Executive Committee, the Advisory Committee, the Committee on Academic Standards and Curriculum, the Committee on Faculty Personnel, the Bachelor of General Studies Faculty Policy Committee, and the Office Personnel Committee.

a. The Executive Committee shall:

1. be concerned with general administration of the College and its faculty;
2. prepare an annual written evaluation of the Dean; and
3. distribute minutes to all faculty of the College.

b. The Advisory Committee shall:

1. advise the Dean on matters which are not specifically within the domain of the Committee on Academic Standards and Curriculum or the Committee on Faculty Personnel. Topics may be initiated by the Advisory Committee or by the faculty or staff.

c. The Committee on Academic Standards and Curriculum shall:

1. advise the Dean on all matters of educational policy;
2. exercise general overview of the College's academic standards, including periodic review of the College's various degree programs;
3. recommend to the faculty proposed legislation concerning admission and graduation requirements, including changes in degree requirements, new programs and new degrees;
4. receive from the Dean the names of students who have completed the requirements for graduation and, in the name of the faculty, recommend to the Chancellor, the President, and the Board of Regents that degrees be awarded to those students;
5. adjudicate on formal student appeals for relief from College or departmental rules and on all undergraduate student grievances (including grade appeals and academic suspensions);
6. determine recommended addition and deletion of courses and changes in course names and numbers; and
7. circulate to the faculty its written decisions, which will be considered approved unless, within fifteen working days of the issuance, action is initiated under Article I, Section 4b.

d. The Committee on Faculty Personnel shall:

1. advise the Dean on matters initiated by the Committee or by the faculty or referred to it by the Dean;
2. have review responsibility and make recommendations to the Dean concerning promotion, tenure, annual review, salary increases, reappointment, and leaves of absence policies and decisions within the College; and
3. serve as a grievance committee in matters concerning promotion, tenure, annual

review, salary increases, reappointment, leaves of absence, and general salary inequities, and shall make recommendations to the Dean based upon its findings.

e. The Bachelor of General Studies Faculty Policy Committee shall:

1. Set academic policies for the BGS degree, insofar as they are not explicitly determined by university-wide or campus policies, or those of the outside colleges or academic units within The College of Public Affairs and Community Service providing the courses comprising the BGS degree.
2. Recommend candidates for the BGS degree.
3. Set degree requirements.
4. Approve new areas of concentration, and
5. Serve as the committee for hearing student appeals regarding academic probation and suspension for BGS students.

The Bachelor of General Studies Faculty Policy Committee consists of the following members:

- a. Two representatives of each college located at the University of Nebraska at Omaha that offers areas of concentration in the BGS degree. These are appointed by the respective dean in consultation with his or her faculty academic policy committee and serve for staggered 3-year terms. It is recommended that at least one representative from each college be a member of that college's academic policy or curriculum committee.
- b. The Assistant Dean responsible for the BGS program.
- c. The dean. The dean or his/her designee shall chair the committee.

e. The Office Personnel Committee shall:

1. advise the Dean on matters initiated by the committee or referred to it by the Dean.

## Section 2. Ad hoc Committees

Ad hoc committees may be created by the Dean or by the faculty on its own initiative in regular or special meetings.

## Section 3. Committee Membership

- a. The President of the University of Nebraska, the Chancellor of the University of Nebraska at Omaha, and the Dean and the Associate and/or Assistant Dean are ex officio members of committees of the College without vote.
- b. The Executive Committee will have as members the unit heads of the constituent units within the College.
- c. Unit heads within the College will be ineligible to serve on standing committees with the exception of the Executive Committee.
- d. The Advisory Committee shall consist of one faculty member from each unit elected

by faculty within the unit and the following at-large members: one member of the managerial-professional (or B-line) staff, and one member of the office and service (or C-line) staff. The managerial-professional and office and service members shall be elected by the respective groups, in accordance with the Bylaws.

e. The Committee on Academic Standards and Curriculum shall consist of one faculty member selected by each unit. When a grade appeal case is heard by the Committee on Academic Standards and Curriculum, a College of Public Affairs and Community Service upperclass student or graduate student will be selected by the Committee on an ad hoc basis. The student may be represented by any one person of his or her choice.

f. The Committee on Faculty Personnel shall consist of one tenured faculty member from each unit elected by the faculty within the unit, in accordance with the Bylaws.

g. The Office Personnel Committee shall consist of administrative B- and C-line members in each of the constituent units.

h. The Dean will be chairperson of the Executive Committee. Chairpersons of all other standing committees will be elected annually by the respective committee.

i. Elections of faculty and staff shall be for a term of two years; terms shall be staggered so that one-half of the membership is elected every year.

j. Student members on standing committees shall be College of Public Affairs and Community Service upperclass and/or graduate students and shall be selected for one-year terms.

k. With exception of the Executive Committee and the Office Personnel Committees, standing committee members shall not be eligible for consecutive terms. Exceptions arising due to unit size may be approved by the respective committee.

l. When a vacancy arises on a standing committee, that committee shall fill such vacancies with replacements chosen in the manner prescribed in the Bylaws.

m. Members of ad hoc committees will be appointed by the Dean, unless otherwise determined by the faculty for those ad hoc committees created by the faculty.

### Article III. Office of the Dean

#### Section 1. Responsibilities

The Dean of the College shall provide educational leadership; be the administrative head of the College; serve as intermediary between the College and the University; and act as presiding officer at faculty meetings.

#### Section 2. Selection of the Dean

The Executive Committee shall meet when necessary with the Chancellor or designee concerning the formation of an advisory committee for selection of a Dean. The Dean shall be appointed by the Board of Regents upon a recommendation of the Chancellor, in accordance with the procedures prescribed in Section 2.1 of the Bylaws of the Board of Regents of the University of Nebraska.

#### Section 3. Continued Appointment

Every three years of a sitting Dean's appointment, the College faculty at large shall make recommendations to the Chancellor concerning continued appointment of the Dean. The recommendation and evaluation procedures will be the responsibility of the Personnel Committee.

#### Section 4. Temporary Vacancy

In case the Dean becomes incapacitated or other temporary vacancy in the office of the Dean occurs, the Executive Committee, after conferring with the faculty in their respective units, shall confer with the Chancellor on the appointment of an Acting Dean.

### Article IV. Administrative Units

#### Section 1.

For the purpose of this Constitution, administrative units of the College shall include departments, schools, programs, institutes, divisions, and centers. Subject to the jurisdiction of institutions which have overall responsibility for the University of Nebraska at Omaha, an administrative unit with representative faculty and student participation shall determine its policies and programs through means adopted by the unit. Meetings of the unit may be called by the unit head or a majority of its members.

#### Section 2. Chairperson or Director

a. A unit head shall be designated by the title of chairperson or director. He or she shall be the officer primarily charged with the administration of the unit and shall be the presiding officer of its faculty and the chief advisor to the Dean or director of the administrative unit to which the department is assigned. The unit head shall be appointed by the Board of Regents upon recommendation of the Dean, after appropriate consultation with the unit's faculty, and with concurrence by the Chancellor and the President. The unit head shall not have tenure in office; tenure as a faculty member for the unit heads shall be a matter of separate right. The unit head may make recommendations to the Dean and the faculty of the College concerning the welfare of the unit or its relations to other units. Before making such recommendations the unit head shall consult with the appropriate unit faculty. Where the recommendation of the unit head differs from the advice given by the appropriate unit faculty, the unit head shall so inform the Dean.

1. Every third year before recommending the reappointment of the unit head, the Dean shall take a closed ballot of the unit members on the question of reappointment of the incumbent.

2. The Dean shall prepare an annual written evaluation of the unit head based upon but not restricted to:

- (1) the written annual report of the unit head and
- (2) anonymously written evaluations solicited of all members of the faculty of

that unit.

b. In case of a vacancy (existing or pending) for a unit head the Dean shall appoint a search committee which must include at least fifty percent of its members elected by the faculty of that unit.

c. Upon consultation with unit faculty and appropriate university administrators, the Dean may make interim appointments.

#### Article V. Intradepartmental or Interdepartmental Units

Intradepartmental or interdepartmental units may be established.

#### Article VI. Amendments

Amendments to this Constitution or to the Bylaws may be proposed by faculty and staff of the College. The proposed amendments shall be circulated in writing to the faculty by those making the proposal at least ten working days prior to the next faculty meeting and be voted on within ten working days following that meeting. Voting will be by distributed ballot. Two thirds approval of the faculty voting on the question will be necessary for adoption of amendments to this Constitution; a simple majority approval will be necessary for adoption of amendments to the Bylaws.

#### Article VII. Acceptance of the Constitution and Amendments

Two-thirds approval by the faculty voting on the question and approval by the Board of Regents shall suffice for acceptance of this Constitution. The Constitution and any amendments thereto will become effective upon approval by the Board of Regents of the University of Nebraska.

Approved by the Board of Regents, March 19, 1983.

Minor changes approved by the CPACS faculty, April 1992, April 1993 and April 1997.

### B Y L A W S of the COLLEGE OF PUBLIC AFFAIRS AND COMMUNITY SERVICE

1. The College of Public Affairs and Community Service consists of ten constituent units, including one center, two institutes, two departments, one program, one division and two schools. The center is the Center for Public Affairs Research. The departments are Criminal Justice, and Gerontology, . The schools are the School of Social Work and the School of Public Administration. The program is the Goodrich Program. The institutes are the Brennan Labor Institute and the Aviation Institute. The Aviation Institute resides within the School of Public Administration. The division is the Division of Continuing Studies.

#### 2. Committee Elections

(a) Elections for an academic year shall take place during April. The term will begin at the start of the Fall semester.

(b) Election of faculty by units shall be conducted according to procedures developed by each unit as approved by the Dean.

(c) At-large elections of managerial-professional (or B-line) and office and service (or C-line) staff will be conducted as follows: each employee in those categories shall be eligible to vote. All eligible electors will be listed on the ballot as candidates. The candidate receiving the most votes shall be declared elected. In case of a tie vote, all candidates tied for the most votes will be listed on a run-off ballot, and the candidate receiving the most votes shall be declared elected.

3. Committees shall meet at the call of their respective committee chairs or upon the initiative of the majority of their respective members.