**BYLAWS**

**SCHOOL OF PROFESSIONAL STUDIES**

**UNIVERSITY OF KANSAS**

*Approved February 11, 2025*

# **INTRODUCTION**

## The School of Professional Studies is one of the professional schools of the University of Kansas and is governed by the Kansas Board of Regents, which appoints the Chancellor who is the chief executive officer of the University and the president of the faculty.

The University of Kansas School of Professional Studies empowers students to advance their careers through flexible, high-quality academic programs. Designed to meet the needs of working professionals, transfer students, and first-year students, the school offers in-demand degrees and certifications that align with workforce and economic demands, particularly in the Greater Kansas City area. With a focus on accessibility, students benefit from a range of course formats, schedules, and support services, making it easier to balance their education with other commitments. The school is committed to creating pathways for success in today’s competitive job market. Our vision is to increase social mobility through academic experiences and professional skill-building. The KU School of Professional Studies is critical to addressing the evolving workforce needs of the Kansas City region and is in direct alignment with the Edwards Campus’ mission to serve these diverse needs as well as those of the local economy and community. This school allows us to directly serve adult learners and transfer students with timely, relevant programs that allow them to advance their career while equipping employers with highly skilled talent. We continue to build this school with our commitment to integrity, respect, innovation, stewardship, and excellence.

The School of Professional Studies faculty members are responsible for approval of policies for all aspects of curricula, academic standards, and degree requirements as outlined in these Bylaws. All requirements, academic standards, and curricula so developed are subject to all University rules and regulations, which apply to all schools of the University.

The purpose of the School Bylaws is to provide a governance framework that furthers the mission of the School of Professional Studies. Actions of this faculty under these Bylaws are subject to the authority of the Kansas Board of Regents, and the Chancellor, or the Chancellor's designate as provided by law.

# **ORGANIZATION**

## Administration

### The chief administrative officer of the School of Professional Studies is the Dean, appointed in accordance with existing University regulations, currently contained in Section II.A of the Handbook for Faculty and Other Unclassified Staff (2010).

### The Dean is responsible for the exercise of those functions vested in them by the Kansas Board of Regents and the Chancellor of the University. The Dean is responsible for academic leadership and administrative supervision of academic programs within the School. The Dean shall be the responsible officer in carrying out those administrative policies set forth in the Bylaws of the School and all other policies and procedures of the University of Kansas.

### The Dean of the School of Professional Studies may appoint/hire Associate Deans, Assistant Deans, and additional positions that support the mission and vision of the School and University. Administrators are selected and serve in accordance with existing University regulations.

# Faculty

## The faculty of the School of Professional Studies consists of all persons with a faculty appointment who have all or a portion of their appointment assigned to the School of Professional Studies, including professors of the practice, teaching professors, multi-term lecturers, and any other full-time or part-time faculty whose teaching appointment extends beyond a single semester and is included among the School’s budgeted faculty lines.

# The faculty shall be concerned with developing and recommending to the Dean the policies of the School and the planning and development of programs that will facilitate excellence in teaching, research, and service. Faculty input can be provided through the Program Directors to the Academic Council, through direct communication at School meetings, and through input emailed to the Dean or other administrators with the School.

# The voting membership of the School Faculty consists of persons, regardless of type and rank, who hold at least a one-half (0.5) FTE appointment in the School that may include teaching responsibilities in the School.

# Appeals of faculty voting eligibility will be decided by the SPS Academic Council.

# Students

# Students shall consist of all individuals who are admitted to and enrolled in any of the academic programs offered in the School of Professional Studies. The School recognizes the importance of student representation in governance decisions. Student input can be provided through student representation on committees, as is outlined below, or through input emailed to the Dean, other School administrators, or Program Directors.

# Student representation to committees will be determined according to University Senate Code, Article 16.2, concerning student representation on college, school, and department committees of the faculty. Student representatives must be in good academic standing and enrolled in an academic program in the School.

# MEETINGS

# Regular Meetings of the School

# The faculty shall meet no less than twice a year to hear plans for the ensuing school term, to hear committee reports, to hear the results of elections, or to conduct business.

# School meetings are open to all faculty and staff affiliated with a program in the School of Professional Studies. Student committee members will also be invited to these meetings. The presiding officer of these meetings will be the Dean. The Dean may designate any member of administration or the faculty as Acting Chair in their absence.

1. Notes will be taken at all regular meetings of the School and distributed to all School faculty, staff, and students.

# Special Meetings of the School

# Special meetings of the School may be called at the request of the Dean.

# The Dean shall call a meeting of the Faculty within 10 days upon receipt of a written petition signed by a majority of the voting faculty.

# Notice of School Meetings

# Notice of the time and place of meetings of the School shall be sent to all members at least one week in advance of the meetings. The agenda shall be included with the notice of the meeting.

# If an emergency exists, a meeting may be called with one days’ notice.

# Quorum and Decisions

# One-fifth of the faculty membership as defined in Senate Code Section 2.2.C shall constitute a quorum to conduct business.

# Business decisions shall be made in alignment with the School’s mission and values through the will of the majority attending either in-person or virtually a regular or special meeting of the School Faculty, provided proper notice of the meeting is given, with a quorum being present. In extenuating circumstances where time is of the essence an electronic vote via email may be conducted. This policy applies to committee-level meetings as well.

# SCHOOL COMMITTEES

# The standing committees of the School are as follows:

## Academic Council

## Appointment and Promotion Committee

## Other committees approved by the Dean or Academic Council

# General Rules (applies to all committees):

# Except for the Academic Council and Appointment and Promotion Committees, all committee members shall be elected by the faculty for terms of office of two years beginning July 1 unless otherwise specified. Committee membership is a year-round commitment, meeting both in the summer and the 9-month academic year. The vote on committee appointments should take place at the spring semester School meeting. The Dean, as needs arise, may appoint replacement members to committees to fill a vacancy on that committee. The replacement’s term will be for the remainder of the fiscal year in which the vacancy occurred, after which the replacement member may seek reappointment through election.

# Each committee shall elect a chairperson each year from its membership and establish rules for its affairs. These rules together with its minutes and reports will be filed with the Dean and, other than the Appointment and Promotion Committee, open to the members of the School at all times.

# The Chair shall preside at committee meetings and shall be responsible for calling meetings and for communicating with the School faculty and other committees within the School as necessary. The chair may invite advisers to consult with the committee as needed.

# The Dean or appointed designee may attend, as an ex-officio (non-voting) member, meetings of all standing committees.

# Student representation to committees will be determined according to the [University Senate Code, Article 16.2](https://policy.ku.edu/governance/university-senate-code#ArtXVI), concerning student representation on college, school, and department committees of the faculty.

# Other functions may be assigned to the committees by the Dean.

# Academic Council

# Membership: The Academic Council consists of all persons serving as program directors within the School of Professional Studies and Student representation according to [University Senate Code, Article 16.2](https://policy.ku.edu/governance/university-senate-code#ArtXVI). All such people, or their designees, shall have voting rights regarding matters brought up during Academic Council meetings. The Dean and any administrative personnel requested by the Dean may also attend Academic Council meetings but do not have voting rights. One-half of the voting membership as defined above shall constitute a quorum to conduct business.

# Functions:

# Monitor and/or participate in undergraduate and graduate curricular development and strategic academic initiatives on or between campuses.

# Review proposed curriculum changes.

# Review and act on petitions regarding academic requirements.

# Address any proposed procedure outside the classroom that will affect student learning.

# Sub-committees of the Academic Council will hear student grievances, cases of academic misconduct and serve as an appeal board as appropriate. [See USRR 2.3](https://policy.ku.edu/governance/USRR)

# Conduct periodic review of procedures for appeals regarding student academic performance.

## The Appointment and Promotion Committee:

## Membership: The Appointment and Promotion Committee shall consist of five (5) elected faculty members, each serving a one-year term. No more than two members will have affiliation with the same program of the School. There will be no student representatives on this committee.

## Faculty elected to serve on the School Appointment and Promotion Committee may not serve on a Program Promotion Committee or be considered for contract renewal or promotion during their term of service on the School Committee. The Chair of the Appointment and Promotion Committee shall have a one-year term but may serve multiple terms and shall be elected by the full Appointment and Promotion Committee.

## Functions:

## Receive and review personal documentation and dossiers submitted by Program Committees and/or faculty members being considered for promotion.

## Coordinate and review documented peer and student evaluation of faculty for purposes of retention and promotion, if not done by Program Committees.

## Advise the Dean on all recommendations for advancement in academic rank. Such recommendations shall be transmitted to the Dean for forwarding to the Office of Faculty Affairs and shall remain otherwise confidential.

# Other Committees

# Ad Hoc Committees

# Committees may be appointed by the Dean to address specific issues. Such committees will cease to exist when their mandate/report has been completed, unless they are assigned additional tasks. A committee charter is to be established to identify committee goals, guidelines, outcomes, and reporting requirements.

# Program Committees

# Each Program Director within the School may form committees necessary to administer the program effectively, e.g., graduate/undergraduate student admission, funding, examinations, or curriculum committee(s).

# PROCEDURES and POWERS

# Amendment

# The School of Professional Studies faculty may amend these Bylaws by a two-thirds vote of the members present either in-person or attending virtually at a regular or special meeting assuming a quorum exists, provided that the call of the meeting shall have included a copy of the proposed amendment together with such explanatory material as may be proper and shall have been delivered to each member at least seven calendar days before the day of the meeting. Amendments approved by the faculty will become effective immediately.

1. A standing agenda item for the first regular School meeting in each academic year shall be the review of these bylaws for any potential changes. Identified changes would then follow the process outlined above for review and approval.

# Editorial Changes

# When as a result of administrative action changes of reference become necessary in these Bylaws, it shall be the duty of the School of Professional Studies administration to cause the appropriate editorial changes to be made in the Bylaws. Such changes will be reported to the School Faculty at its next regularly scheduled meeting and communicated to all School faculty, staff, and students via the meeting notes.

# Parliamentary Procedure

# The rules contained in a simplified version of Robert’s Rules of Order adopted by the School of Professional Studies will govern the School, its faculty, and committees, consistent with School operating procedures.