



University of Arkansas  
Clinton School of Public Service  
**Governance Document**

## **POLICY STATEMENT REGARDING GOVERNANCE DOCUMENT**

**Policies stated in this Governance Document require continual evaluation, review and approval by appropriate University of Arkansas Clinton School of Public Service officials, University of Arkansas consortium school officials, University of Arkansas System officials, and the University of Arkansas Board of Trustees. UACS operates under applicable University of Arkansas Board of Trustees policies. The policies and procedures in the governance document do not supersede or negate Board of Trustee policies, System-wide administrative memoranda or UACS campus policies, but supplement such policies. All statements contained herein reflect policies in existence at the time this Governance Document was adopted and UACS reserves the right to change policies at any time and without prior notice.**

## **1.0 PURPOSE**

The overarching purpose of the University of Arkansas Clinton School of Public Service (UACS) is the promotion of public service leadership through rigorous research, teaching, and active engagement in civic and community affairs. As such the governance structure of the School is guided by that same principle. The mission of the Clinton School of Public Service is to foster and promote excellence in public service by:

- preparing individuals for impactful careers as thoughtful, objective, effective, and ethical public servants;
- producing theoretical and applied research that addresses the critical issues of the day and advances the understanding of public service;
- engaging with the community to serve the changing needs of society locally, regionally, nationally, and globally; and
- fostering an interdisciplinary environment that stresses the development of critical thinking skills, and an appreciation for the benefits of an accessible and supportive learning environment.

This document provides a general set of guidelines and criteria congruent with the mission of the UACS and such guidelines and criteria are used to develop and recommend policies and procedures for UACS, in accordance with the University of Arkansas Board of Trustees policies.

### **1.1 Administrative Unit**

The UACS is a single administrative unit, without departments, within the University of Arkansas System (UASYS) subject to all Board of Trustee policies. The Clinton School is operated in a consortium arrangement with the University of Arkansas in Fayetteville (UAF), the University of Arkansas at Little Rock (UALR) and University of Arkansas for Medical Sciences (UAMS). The Dean, appointed by the President of the UASYS, provides general administrative supervision of the school with the faculty assisting on matters of academic policy and practice.

### **1.2 Office of the Dean**

The Dean has all of the responsibilities of deans at other colleges and universities, but also has responsibilities similar to those assigned to the chancellor or director of other units. The Dean reports directly to the president of the UASYS and has primary responsibility for all academic, fiscal and administrative activities of the school. All recommendations for

faculty promotion, tenure and academic appointments are the responsibility of the dean. Similarly, staff personnel decisions as well as faculty, staff and student grievances come to the Dean or the Dean's designee. Like the chancellor of a larger campus, the Dean exercises executive authority for the school, subject to the policies established by the University of Arkansas Board of Trustees and the UASYS President. (University of Arkansas Board of Trustees Policy 100.4 defines the responsibilities of a chancellor.) In addition to administration of internal activities, the Dean serves as official spokesperson to external constituencies, including the General Assembly of the Arkansas Legislature.

### **1.3 Administrative Staff**

As needs arise and resources permit, the Dean shall employ professional staff for the efficient operation of UACS programs and activities, and shall prescribe their duties and responsibilities.

### **1.4 Faculty**

As needs arise and resources permit, UACS shall employ faculty, defined as tenure and tenure track appointments, and they shall carry out their prescribed duties and responsibilities. As needs and resources permit, new tenured and tenure-track faculty searches will be conducted and candidates will be invited to join the faculty by a majority vote of those members in attendance and approval from the dean.

## **2.0 AUTHORITY AND RESPONSIBILITY**

The UACS governance will consist of independent Advisory Groups including Faculty Council, Staff Council, the Student Government Association. They shall be authorized to make recommendations and provide input to the Dean on any matter of general faculty, campuswide, or system wide concern. Through the Dean, such action may be reported to the President of the UASYS and, when considered necessary or desirable by the President, through the President to the University of Arkansas Board of Trustees.

They shall be authorized to make recommendations and provide input to the Dean on any matter of general faculty, campuswide, or system wide concern. Through the Dean, such action may be reported to the President of the UASYS and, when considered necessary or desirable by the President, through the President to the University of Arkansas Board of Trustees.

Nothing herein shall be deemed to restrict the ability of the Dean to implement policies necessary to the operation of the campus that are consistent with University of Arkansas Board of Trustees and UASYS policies and with executive authority vested in the Dean by the University of Arkansas Board of Trustees.

### **3.0 UACS ADVISORY GROUPS**

#### **3.1 Scope and Purpose**

The work of the UACS Advisory Groups shall be carried on in large part by the actions of each group as defined in Section 3.3. These provide a forum in which a greater detail of attention can be given to tasks and matters before recommending them to the Dean.

#### **3.2 Advisory Group Procedures**

Each UACS Advisory Group shall develop a set of operating procedures and bylaws including but not limited to meeting frequency, committee formations, voting procedures, etc.

Each UACS Advisory Group shall publicize meeting notices and the tentative agenda at least five (5) days in advance of the meeting. All meetings shall be open to all represented persons, although floor privileges can be limited to members. Minutes of each meeting shall be made available to all members of the UACS Advisory Group and the Dean promptly following the meeting. The minutes shall also be archived and made accessible to the public upon request.

#### **3.3 Advisory Groups**

##### **3.3.1 Standing Advisory Groups**

###### **Faculty Council**

All tenured and tenure-track appointments will comprise the UACS Faculty Council.

###### **Staff Council**

All UACS employees eligible for fringe benefits who are not members of the Faculty or the Student Body

### **Student Government Association**

All currently enrolled students, part-time or full-time as defined by the UACS, of the Clinton School Master of Public Service (MPS) program are eligible members of the SGA

#### **3.3.2 Other UACS Advisory groups**

As the need arises, the Dean may create special or ad hoc advisory groups, specifying their duration, to consider matters not within the jurisdiction of a defined advisory group in Section 3.4 or to consider particular matters within the jurisdiction of a UACS Advisory group with the consent of a majority of that group.

#### **3.4 UACS Advisory Group Responsibilities**

**Faculty:** Subject to regulations of the UASYS, the Faculty of the Clinton School shall recommend academic policies and practices for UACS, including but not limited to, determination of curricula and the standards for admission to, continuation in, and graduation from UACS. The Faculty, through the Dean, shall recommend candidates for diplomas, degrees, and honors to the President of the UASYS and the University of Arkansas Board of Trustees.

**Staff:** The staff, acting through the Staff Council of the Clinton School shall recommend and advise on all matters dealing solely with staff.

**Student:** The student government association through the president and vice president of SGA shall recommend and advise on all matters dealing solely with students.

#### **3.5 UACS Advisory Group Recommendations**

Recommendations adopted through each UACS Advisory Group shall be transmitted to the Dean. If the Dean does not act favorably on a recommendation within two weeks the respective governance body may readdress the issue for further discussion and possible revision or the campus governance structure may request that the President of the University of Arkansas System consider the matter upon a three-fifths vote of all governing bodies representing students, faculty, and staff. Upon a successful three-fifths vote of all governing bodies representing students, faculty, and staff the vote will jointly be communicated to the President of the UASYS by each group's leadership.

#### **4.0 AMENDMENTS**

This governance document may be amended by the following procedure. Proposed amendments must be signed by 50% or more eligible members of each Advisory Group and presented to the Dean who will distribute the proposed amendment to all eligible members of each UACS Advisory Group at least ten (10) days before a vote occurs. A three-fourths (3/4) affirmative vote of each UACS Advisory Group is required for approval of the proposed amendment. Once approved, the Dean shall transmit the proposed campus governance structure to the President of the UASYS for review, approval, and transmission to the University of Arkansas Board of Trustees. Any such proposed amendment or amendments shall become effective and be in operation when expressly approved by the University of Arkansas Board of Trustees or after approval by the University of Arkansas Board of Trustees on a day specified therein.