

BYLAWS OF THE SCHOOL OF HUMAN EVOLUTION AND SOCIAL CHANGE
Approved by the Faculty 6 May 2011, Revisions Approved 25 April 2012

PREAMBLE

The School of Human Evolution and Social Change (SHESC, or the School) is organized to advance scholarly knowledge of human societies and human evolution, including how human societies are constituted and why they change, the relationships between humans and their environments, and the social dimensions of human biology. The School achieves these objectives from the study of human groups both in contemporary settings and over the full span of human history and prehistory.

The School serves graduate and undergraduate students through courses and degree programs that include classroom, laboratory, and research experiences. It provides staff and laboratory facilities, equipment, and other services to support active research programs by faculty members, research professionals, and post-doctoral fellows. The School fosters the integration of teaching and research by involving students in research with faculty mentors. It engages the wider regional, state, national, and international communities by making available the specialized expertise and services of its faculty, staff, and students. The School strategically allocates its personnel and resources to carry out its responsibilities and to encourage a productive balance among education, research, and service.

The School governs itself according to these By-Laws that are binding upon current and future administrative officers and members of this academic unit.¹ The By-Laws are implemented by formal SHESC Policies and Procedures (SHESC-PP) that are established by vote by the School Faculty. In case of conflicts, the policies and procedures of the College of Liberal Arts and Sciences (CLAS), Arizona State University (ASU), and the Arizona Board of Regents (ABOR), and take precedence over these By-Laws or SHESC-PP.

ARTICLE 1. ORGANIZATION

Section 1.01. Name

These By-Laws apply to the School of Human Evolution and Social Change (SHESC) in the College of Liberal Arts and Sciences at Arizona State University.

Section 1.02. Representative Bodies

a. School Faculty. The School Faculty is the governing body of the School.² All persons with voting privileges as provided in Section 1.03 constitute the members of the School Faculty.

b. Senate. Senators are elected by the School Faculty to represent the School Faculty in the College (CLAS) and University Senates. Senators must be members of the School Faculty and are elected as provided in the SHESC-PP. Senators are expected to attend all Senate meetings (or arrange for a substitute), to represent the interests of SHESC in the Senate, to

¹ ACD 112-01

² ACD 505-02

report to the School Faculty on College or University issues before the Senate, and to perform other duties appropriate to College and University Senators.

c. Directorate. The Directorate consists of the Director, Associate Director(s), and Assistant Director(s). The Associate and Assistant Directors advise the Director on day-to-day issues regarding the operation of the School and the management of School staff.

d. Executive Committee. The Executive Committee includes the Directorate and additional members selected to reasonably represent the School Faculty, as provided in SHESC-PP. The Executive Committee is chaired by the Director. The Executive Committee advises the Directorate and serves as an interface between the Directorate and the approach faculty on strategic planning, hiring and budget priorities, and the uniform application of SHESC-PP.

Section 1.03. Voting Privileges

a. Tenured and Tenure-Track Faculty. All faculty with the title Regents Professor, named professorship or chair, Professor, Associate Professor, or Assistant Professor whose tenure homes are in the School have full voting privileges.

c. Non-Tenure-Track Faculty. Non-tenure-track faculty, including research professors of all ranks, and professors of practice of all ranks, and who have at least 50% of their line budgeted in the School have full voting privileges, excepting voting on personnel issues and By-Laws revisions.

d. Student Representatives. Student representative(s), elected as provided in SHESC-PP, do not have voting privileges in meetings of the School Faculty but may attend these meetings and participate in discussions of matters before the School except when individual students or letters of recommendation for faculty hires or other confidential matters are being discussed.³

e. Other Faculty, Research Professionals and Post-Doctoral Fellows. Faculty and research professionals not included in subsections a-c above (including professors emeriti, affiliated faculty, adjunct faculty, visiting faculty, instructors, faculty associates, visiting scholars and post-doctoral fellows) do not have voting privileges. Their attendance at and participation in School Faculty Meetings by is governed by SHESC-PP.

Section 1.04 Officers

a. Director. The Director of SHESC is appointed and evaluated by the CLAS Dean with the advice of members of SHESC and in accord with CLAS By-Laws. The advice of the SHESC faculty in the appointment process shall be through the implementation of a formal search process. The Director serves at the discretion of the CLAS Dean. The Director is the School's chief administrative officer and is responsible for the efficient execution of university policies, for overall leadership of SHESC, and for representing SHESC to CLAS, the University, and external constituencies. The Director has overall responsibility for the

³ See ACD 505-02

School's academic and research programs, strategic planning, personnel, and budget. The Director is governed by CLAS, ASU, and ABOR policies and procedures regarding Chairs.⁴

b. Associate Director. The SHESC Director may be assisted by one or more Associate Directors appointed by the Director with the approval of the CLAS Dean in consultation with the School Faculty effected through a formal recommendation of the Executive Committee with respect to a proposed appointment . The responsibilities of the Associate Director(s) are established by the Director.

c. Committee Chairs. The chair of each of SHESC's standing committees [Section 1.05] is selected and has the term of office as provided by SHESC By-Laws and SHESC-PP. No faculty member shall chair more than one standing committee.

1. Chair of the Graduate Committee (Director of Graduate Studies). The Chair of the Graduate Committee chairs the Graduate Committee, ensures coordination with the Graduate College, oversees graduate recruiting for and admissions to all graduate degrees administered by the School, manages the Graduate Committee's recommendations for the allocation of School funding to SHESC Graduate Students, and recommends assignments for TAs funded by the School. The Chair of the Graduate Committee is appointed by the Director.
2. Chair of the Undergraduate Committee. The Chair of the Undergraduate Committee chairs the Undergraduate Committee and manages the implementation of the responsibilities delegated to the Committee in the By-Laws and SHESC-PP. The Chair of the Undergraduate Committee is appointed by the Director.
3. Chair of the Research Committee. The Chair of the Research Committee chairs the Research Committee and manages the implementation of the responsibilities of the Research Committee as specified in SHESC_PP. The Chair of the Research Committee is determined as provided in the SHESC-PP.
4. Chair of Personnel Committee. The Chair of the Personnel Committee chairs the Personnel Committee and manages the implementation of the responsibilities delegated to the Committee in the By-Laws and SHESC-PP. The Chair of the Personnel Committee is elected within the Personnel Committee as specified in SHESC-PP.

Section 1.05 Committees

Administration of School business is conducted by standing and ad hoc committees, each consisting of a Chair and committee members. Committee members are selected as provided in these By-Laws and SHESC-PP. Each committee reports to the Director, through its Chair. Standing committees are the Executive Committee, Graduate Committee, Personnel Committee, and Undergraduate Committee.

a. Graduate Committee. The Graduate Committee (GC) coordinates the School's overall graduate program, manages the admission of graduate students into graduate degrees

⁴ ACD-102

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administered by SHESC, and the ranking of eligible SHESC Graduate Students for School funding. The GC is selected in a manner that reasonably represents the School Faculty as provided in SHESC-PP.

b. Undergraduate Committee. The Undergraduate Committee coordinates the School's overall undergraduate program. Undergraduate Committee members are selected in a manner that reasonably represents the School Faculty as provided in SHESC-PP.

c. Research Committee. The Research Committee is responsible for activities that enhance research in the School, as provided in SHESC-PP. The Research Committee is selected as provided in SHESC-PP.

d. Personnel Committee. The Personnel Committee (PC) effects an annual evaluation of all school tenured and tenure-track faculty as provided in the SHESC-PP.⁵ The Personnel Committee also evaluates individual research faculty and professors of practice, as requested by the Director based on their individual job responsibilities. The PC makes recommendations to the Director on sabbatical requests and regarding personnel policies and procedures. The PC makes recommendations to the School Faculty on adjunct and affiliate appointments. The PC is selected in a manner that reasonably represents the School Faculty as provided in SHESC-PP.

e. Ad Hoc Committees. Ad hoc committees may be created by the Director or by the School Faculty as necessary to carry out the business of the school. Ad Hoc Promotion Committees shall be constituted to consider promotion and tenure/continuing status cases as provided in Article 3.

ARTICLE 2. MEETINGS

Section 2.01. Faculty Meetings

a. Frequency. The SHESC Faculty generally meets once each month during the academic year.

b. Parliamentary Procedures. In the event of disputes over parliamentary procedures, the current edition of *Robert's Rules of Order* shall govern.

c. Notification. Except for urgent business, the Director must announce Faculty meetings at least four working days in advance by written or electronic notice, with an advance agenda distributed at that time. Any member of the School Faculty may submit additional agenda items that must be included on the agenda if they are received in time to be included and distributed with the meeting announcement and advance agenda.

d. Quorum. Two-thirds of the tenured and tenure-track SHESC Faculty who are in residence constitutes a quorum. If no quorum call is requested, all votes taken at a properly called SHESC Faculty Meeting are considered valid.

e. Voting. Voting normally is done by a voice vote or show of hands. However, any request by a voting member for use of a secret ballot rather than a show of hands rather or a voice

⁵ Subject to CLAS By-Laws, and University policy articulated in ACD Manual sections 506-10.
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vote will be honored. A simple majority of members voting will decide a question, except that a two-thirds majority of members present and voting is required to change the By-Laws, or to consider an item of new business (an item not appearing on the advance agenda). Proxy votes (votes by members not present) will be counted as provided in SHESC-PP.

e. Minutes. Minutes of all Faculty meetings shall be approved by the Faculty and Director, and distributed to SHESC Faculty members in a timely fashion.

Section 2.02. Special Faculty Meetings

Special SHESC Faculty Meetings may be called at any time by the Director or by one-third of the members of the Faculty. Such special requests by faculty members must be in writing and must state the reason for the meeting. Special meetings must be announced at least four working days before the meeting is to occur.

Section 2.03 Decisions by Electronic Ballot

In cases when urgency or timing of a question make the convening of a faculty meeting impractical (e.g., over the summer), the Director may call for an Electronic Ballot. The question to be decided shall be distributed at least four days prior to the due date of the Electronic Ballot. The Electronic Ballot shall be administered by a staff member designated by the Director. A quorum will require at least two-thirds majority of the tenured and tenure track School faculty to cast a ballot. In order for the question to be approved, at least two thirds of those voting must vote in the affirmative. The staff member managing the ballot shall keep individual votes confidential and shall report only the summary vote to the Director. No proxy votes are allowed in votes by Electronic Ballot.

ARTICLE 3. PERSONNEL POLICIES

Section 3.01. Promotion and Tenure/Continuing Status Policies⁶.

Upon appointment, all faculty and academic professionals shall be informed of SHESC personnel policies including criteria for retention and promotion.

a. Eligibility. Eligibility for tenure/continuing status is established by University policy. During the semester prior to the deadline for submission of materials, the Director shall notify candidates of their eligibility and summarize the review process. The Director must also inform the Chair of the Personnel Committee of faculty eligible for promotion to Associate or Full Professor or for tenure/continuing status.

b. Evaluation Criteria. Promotion and the award of tenure/continuing status depends on a record of effective teaching, excellence in research or other creative activities, and service to the School, College, University, profession, or community as provided in the SHESC-PP section titled "Evaluation in Reviews of Candidates for Promotion and Tenure."

⁶ In all cases, ACD and CLAS policies prevail. Tenure decisions for faculty are governed by ACD 506-04, 05, and 10. Evaluation for Academic Professional Continuing Status and/or promotion follows CLAS By-Laws and ACD 507-06, and 07.

c. Evaluation Process. The candidate must submit materials required by University or CLAS policy or SHESC-PP according to a written schedule. An ad hoc Promotion Committee, consisting of all faculty at or above the rank to which promotion is sought, develops the School Faculty's recommendation as conveyed by the faculty letter, in accord with SHESC-PP. This letter shall be transmitted to the Director who shall write the Director letter, which accompanies the faculty letter in the tenure file.

d. Probationary Reviews. Probationary reviews shall occur at the times specified by the ACD Manual and/or CLAS guidelines.

Section 3.02. Annual Performance Evaluations

a. Process. The Personnel Committee initiates the annual performance evaluation process in accord with the University and CLAS policy and following SHESC-PP. The Chair of the Personnel Committee advises the Director in preparing the annual performance evaluations and on performance-based salary adjustments. The final responsibility for the annual evaluations of School Faculty rests with the Director.

b. Criteria. Annual performance evaluations of faculty depend upon the record of effective teaching, excellence in research or other creative activities, and service to the School, College, University, profession, or community as provided in the SHESC-PP. Expectations are dependent upon the workload distribution stipulated in the annual work plan.

c. Appeals⁷. Appeals of annual performance evaluations must be submitted, within 30 days of receipt of the evaluation to the next higher administrator above the evaluator.

Section 3.03. Post-Tenure Review

The Director of SHESC, with the assistance of the Personnel Committee, shall conduct post-tenure review of tenured faculty members following CLAS, ASU, and ABOR guidelines and SHESC-PP.

Section 3.04. Hiring of Faculty

Faculty hiring plans for the School will be made by the Director in consultation with the Executive Committee and taking into account priorities recommended by the School Faculty. Hiring requests are submitted to the Dean on request.

ARTICLE 4. CURRICULUM

Section 4.01. Degrees and Curriculum.

Proposals for the creation or disestablishment of SHESC-administered undergraduate or graduate degrees or substantial changes to their curricula may be proposed by an appropriate governance body and must be approved by the SHESC Faculty.

Section 4.02. Teaching Loads

Faculty teaching loads are negotiated with the Director as provided in the Workload provisions of SHESC-PP with the dual goals of effectively meeting the needs of our students

⁷ Grievances and appeals shall follow ACD 506-10, 507-08, and appropriate CLAS policies.
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and equitably distributing teaching responsibilities across the tenured and tenure-track faculty.

ARTICLE 5. BY-LAWS AND POLICIES AND PROCEDURES REVISION AND RATIFICATION

Section 5.01 Bylaws

Amendment of School By-Laws must be approved at a duly called meeting of the School Faculty by a two-thirds majority with at least seventy percent of all tenured and tenure-track School Faculty in residence voting. A motion for amendment must be considered at one meeting of the SHESC Faculty and discussed and voted on at a subsequent meeting. If approved, the Director forwards the recommended amendment to the CLAS Dean and the Office of the Executive Vice President and Provost for approval.

Section 5.02 SHESC Policies and Procedures

The SHESC-PP and changes thereto shall be approved by a simple majority of those voting at a Faculty Meeting.