

College of Liberal Arts & Sciences
School Bylaws
School of International Letters and Cultures

Approved by the dean on August 25, 2016

Approved by the unit committee on August 24, 2016

Approved by the faculty assembly of the school on August 24, 2016

Bylaws of the School of International Letters & Cultures

Preamble

These bylaws describe the procedures by which the School of International Letters & Cultures (SILC) in the College of Liberal Arts and Sciences (CLAS) at Arizona State University (ASU) self-governs and carries out the responsibilities and privileges entrusted to it. SILC provides academic offerings for undergraduates and graduate students, both majors and non-majors, through courses, degree programs and certificates that include classroom and research experiences and through opportunities for study abroad. SILC encourages active research programs by faculty members and students and fosters strong ties between research and instruction. SILC is engaged with the wider community by making available the specialized expertise and services of its faculty, staff, and students to the city, state, nation, and world. The School encourages faculty and students to seek a productive balance between education, research, and service. These bylaws are binding upon current and future administrative officers and members of this academic unit [Section 111-02 of the ACD Manual]. In case of conflicts, the

policies and procedures of CLAS, ASU, and/or the Arizona Board of Regents (ABOR) take precedence.

Section 1. Organization

Section 1.01. Introduction

These bylaws apply to the School of International Letters & Cultures in the College of Liberal Arts and Sciences at ASU and to all its members and activities. SILC is organized to provide flexibility in responding to the diverse and changing developments in the humanistic sciences and to allow needed movement of personnel and resources to address these developments. The Director of SILC is the School's chief administrative and academic officer.

Section 1.02. Representative Bodies

a. School Assembly

The School Assembly is the plenary body of the School. All persons with voting privileges in SILC [see Section 1.03] shall be members of the Assembly.

b. Executive Committee

The Executive Committee consists of the Director, Associate Director for Administration, Associate Director for Graduate Studies, Associate Director for Undergraduate Studies, the Heads of the Faculties, and the Head of Learning Support Services [see Section 1.05c].¹ Having representatives from all of the Faculties in SILC, the Executive Committee serves as the main administrative and policy group for the School, advising the Director on matters laid out in ACD 203-01. It is also charged with maintaining a manual of policies and procedures for the operation of all aspects of SILC.

Section 1.03. Membership and Voting Privileges

a. Voting Members

All tenured and tenure-track faculty members whose lines are budgeted at fifty percent or more in SILC have voting privileges. In addition, multi-year lecturers, senior lecturers, principal

¹ When capitalized, "Faculty" or "Faculties" refer to the main units into which SILC is organized; for example, the Faculty of French and Italian. When written in lower case, the meaning is faculty member(s).

lecturers, clinical professors, and academic professionals whose lines are budgeted at fifty percent or more in SILC may vote but not on personnel matters concerning tenured and tenure-track faculty. A SILC faculty member serving in a leadership position at the university retains voting rights in SILC.

b. Non-voting Members

Lecturers and instructors on one-year appointments, emeritus faculty, affiliated faculty, adjunct faculty, visiting faculty, post-doctoral scholars, faculty associates, and other such appointments do not have voting rights but may attend Assembly meetings [see ACD 505-02].

Section 1.04. Faculties

a. Function

SILC shall be organized into Faculties that: 1) represent common interests and expertise among a number of SILC faculty members; 2) organize their members to facilitate the operations of the Faculties; 3) promote interaction among Faculties; 4) reflect a progressive approach to the research, learning, and outreach programs of the School.

b. Responsibilities

Each of the Faculties shall be responsible for: 1) recommending to the Director of SILC the appointment of a Faculty Head [see Section 1.05c]; 2) ensuring the effectiveness, coherence, and high quality of its curricula and programs; 3) advising the Director on hiring and development directions and priorities in accordance with SILC planning.

c. Membership

All lecturers, senior lecturers, principal lecturers, instructors, assistant professors, associate professors, professors, Regents Professors, professors of practice, research professors, or clinical professors, or those whose notice of appointment otherwise expressly designates a faculty position must be members of a SILC Faculty. (See ACD 002.)

d. Review

The number and organization of the Faculties shall be reviewed as part of overall program reviews or at such times as need dictates. The implementation of new and/or elimination of existing Faculties shall be done in accordance with policies and practices developed and approved by SILC.

Section 1.05. Officers

a. Director

A Director, who is functionally equivalent to a department Chair and governed by CLAS, ASU, and ABOR rules and responsibilities regarding Chairs [ACD 102], leads SILC. The Director is responsible for the efficient execution of university policies, for overall leadership of SILC, and for representing SILC to CLAS, the University, and external constituents. The Director will serve as the SILC administrator responsible for personnel, budget, information technology, facilities, and other administrative issues. S/he is also the chief academic officer of the School and has programmatic and curricular responsibilities. The Director chairs the Executive Committee [see Section 1.02.c]. The Director is appointed and evaluated by the Dean of CLAS with the prior advice of the SILC Assembly and in accordance with CLAS bylaws. The Director serves at the discretion of the Dean of CLAS.

b. Associate Directors

The SILC Director is assisted in fulfilling his or her administrative duties by the Associate Directors. Following the policies and procedures established by SILC, Associate Directors for Graduate and Undergraduate Programs shall be appointed annually from among the tenured faculty to one-year renewable terms by the Director.

1) Associate Director for Administration

The Associate Director for Administration assists the Director in a broad range of administrative matters, including operations, personnel, curriculum, enrollment, and study abroad.

2) Associate Director for Graduate Studies

The Associate Director for Graduate Studies helps coordinate graduate programs within SILC and chairs the Graduate Steering Committee [see Section 1.06.a]. With the assistance of a staff specialist in graduate student services, s/he manages official correspondence with prospective graduate students, coordinates with Graduate Education, ensures the development of recruiting materials and graduate student handbooks, and promotes excellence in all of the SILC graduate programs. In cooperation with the Graduate Representatives and Faculty Heads, the Associate Director for Graduate Studies makes recommendations to the Director regarding new programs, TA and RA assignments, and the awarding of fellowships and grants.

3) Associate Director for Undergraduate Studies

The Associate Director for Undergraduate Studies facilitates and coordinates undergraduate programs within SILC. S/he chairs the Undergraduate Steering Committee [see Section 1.06.a]. In consultation with the Undergraduate Steering Committee and appropriate College and University offices, s/he works with the Director, Faculty Heads, faculty members, and advisors on the establishment of and changes in degrees, certificates, concentrations, requirements, and courses. S/he helps oversee and coordinate undergraduate research opportunities and programs.

c. Faculty Heads

Each of the SILC Faculties [see Section 1.04] will have a Faculty Head, who represents the group on the Executive Committee and is responsible for fulfilling the duties outlined in the SILC document “Faculty Head Responsibilities.” Faculty Heads shall be tenured voting members of the SILC Assembly. They shall be appointed by the Director, normally to three-year terms, and may be reappointed. In case of concern about a Faculty Head’s performance, the Director may remove the Faculty Head after consultation with the members of that Faculty and the Dean.

d. Head of Learning Support Services

The Head of LSS oversees the operations of SILC’s technology arm. S/he provides technology-focused support for the teaching and learning of languages, cultures, and literatures within the School, as well as for research projects involving technology, and manages, in collaboration with SILC’s Business Operations Manager, the LSS budget.

Section 1.06. Committees

a. Steering Committees

The Associate Director for Graduate Studies and Associate Director for Undergraduate Studies chair Steering Committees consisting of one representative from each of the SILC Faculties. The Director may appoint additional members to ensure appropriate representation across disciplinary areas and degrees in SILC.² Steering Committee members serve staggered three-year renewable terms. Each Steering Committee reports to the Director through the appropriate Associate Director.

b. Personnel Committee

² A SILC academic advisor will normally serve as an ad hoc member of the Undergraduate Studies Steering Committee.

The SILC Personnel Committee makes recommendations to the Director regarding promotion and tenure, annual reviews, and other personnel actions. It shall be composed of nine tenured faculty: one tenured professor elected by each of the SILC Faculties, plus additional at-large members elected by eligible members of the SILC Assembly (see below) to bring the number of members to nine.³ No more than one at-large member may come from any single Faculty. Due to the kinds of matters that will come before the committee, only tenured and tenure-track faculty members may vote on the membership of the Personnel Committee (see 1.03.a). The committee will select a chair from among its members.

Promotion from Associate Professor to Professor: CLAS policy dictates that only faculty members at or above the rank to which a candidate would be promoted can participate in promotion decisions. Therefore, if necessary, in cases of promotion from associate professor to professor, additional “full” professors will be elected on an ad hoc basis by tenured and tenure-track members of the SILC Assembly to the Personnel Committee to bring the number of such professors to five. These five will constitute a Special Personnel Committee for Promotion to the Rank of Professor and make recommendations to the Director regarding promotion to professor.

c. Search Committees

Search committees will be constituted in accordance with CLAS bylaws and the ACD Manual [ACD 111-01, 505-06]. In most cases, the committee shall be constituted of three members from the primary Faculty and a fourth from a different Faculty within SILC. One-half of the members shall be selected by the primary Faculty; the rest are appointed by the Director. If the primary Faculty has fewer than three people available or eligible to serve, the remaining members shall be appointed by the Director from a different Faculty or Faculties within SILC. When necessary, external members may be invited to serve on search committees. In all cases, every effort will be made to ensure that appropriate expertise is represented on a search committee. Only tenured or tenure-track faculty can serve as voting members of search committees. Search committees shall make hiring recommendations to the SILC Director.

d. Ad Hoc Committees

1. Junior Faculty Review Committees

³ If no tenured faculty member is available to serve from a given Faculty, then a tenure-track faculty member may be elected.

The Director, in consultation with the Head of the appropriate Faculty, will appoint for each junior tenure-track faculty member a Junior Faculty Review Committee. Selection of the committee will also be discussed with the junior faculty member. This review committee will mentor the junior faculty member and monitor his or her progress in teaching, service, and research. This will include regular classroom visits (one visit per class per semester, at a time chosen by the junior faculty member), a review of research, and a survey of service. The Junior Faculty Review Committee should provide the junior faculty member frequent advice on strengthening his or her research and teaching capabilities. At the end of each year the committee will meet with the faculty member to discuss his or her progress. A summary of that meeting, signed by all participants, will be entered into the personnel file and will become part of the basis for the probationary and tenure reviews. The junior faculty member has the right to attach a response, if s/he feels it is necessary.

2. Other ad hoc committees may be created as necessary.

Section 2. Meetings

Section 2.01. Assembly Meetings

a. Frequency

The SILC Assembly shall normally meet at least twice each semester during the academic year and more often as needed.

b. Notification

The Director or Associate Director will normally announce meetings at least five working days in advance by email, with an agenda distributed at that time. Any items on which votes will be taken at a meeting must be introduced in the meeting announcement. Assembly members may submit items to be included on the agenda; if received in time, these will be distributed with the meeting announcement. A new item of business may be discussed and acted upon with the approval of at least two-thirds of those present and voting [see Section 2.01.d].

c. Quorum

A simple majority of the SILC Assembly constitutes a quorum. If no quorum call is requested, all votes taken at a properly called SILC meeting are considered valid.

d. Voting

Voting normally shall be done by a voice vote or show of hands, but any voting member may request the use of a secret ballot on any vote. All requests for secret ballot voting will be honored. A simple majority will decide a vote, except for the two-thirds majority vote required to take action on new business and to change the bylaws. (As indicated in 2.01.b, new business can be discussed and voted upon with the approval of at least two-thirds of those present and voting.) Electronic voting may be used for some issues; in such cases, all requisite information shall be provided to the voting members of the Assembly for the vote. An in-person vote on that issue can be called at the request of one-third of the Assembly. Likewise, a paper ballot shall be ordered on any question, before the final vote shall have been taken, at the request of one-third of the members present and voting.

e. Minutes

Minutes of all Assembly meetings shall be recorded and distributed to SILC members before the next Assembly meeting.

Section 2.02. Special Meetings

Special SILC meetings may be called at any time by the Director or by ten percent of the voting Assembly members. Such special requests by Assembly members must be in writing and must state the reason for the meeting. Special meetings must be announced at least five working days before the meeting is to occur.

Section 2.03. Executive Committee Meetings

Executive Committee meetings normally will take place at least once a month or more frequently as University, College, and School business dictate.

Section 3. Personnel Policies

Section 3.01. Promotion and Tenure Policies

In all cases, ABOR, ACD, and CLAS policies prevail.

a. Eligibility

The process of notification of eligibility for tenure or continuing status is governed by the ACD Manual and by instructions from the Provost's Office and CLAS. It is the responsibility of tenure candidates to avail themselves of information sessions on the tenure process organized by the College or the Provost. Upon appointment, all new faculty members shall be informed of SILC's policies and criteria for retention and relevant promotions.

b. Evaluation Criteria

Criteria minimally include teaching effectiveness, research excellence, and quality of service to the academic community and to the public. The Executive Committee is responsible for developing and maintaining the SILC guidelines for "Evaluation of Candidates for Promotion and Tenure (and for Appointments with Tenure)." Although the guidelines, principles, and practices reside at the level of SILC and are shared by all Faculties of the School, the Faculties may develop additional documents, to be reviewed and approved by the Executive Committee and Director, to interpret the SILC guidelines for the particular disciplines in question.

c. Evaluation Process

All materials submitted and the details of the timing and process must be in accordance with the ACD Manual and directions from CLAS and the Provost. The Director of SILC, in consultation with the Faculty Heads, shall appoint ad hoc promotion and tenure committees from among the tenured professors of each Faculty. In compliance with CLAS bylaws, the ad hoc committees will be composed of faculty members at or above the rank to which a candidate would be promoted. If there are not enough tenured professors in the Faculty, then the ad hoc committee may include members of other Faculties. These ad hoc committees review a candidate's dossier and make written recommendations to the SILC Personnel Committee. The Personnel Committee shall write a report assessing the candidate's strengths and weaknesses and making a recommendation to the SILC Director. Following the policies established by SILC and the policies of CLAS and ASU, the Director then writes a separate letter, reflecting his or her own assessment of the candidate, informed by but independent of the Personnel Committee recommendation. The report of the Personnel Committee and the letter from the Director shall reflect the criteria established in SILC's "Evaluation of Candidates for Promotion and Tenure (and for Appointments with Tenure)."

d. Probationary Reviews

Probationary reviews will be conducted by the Personnel Committee at times and in accordance with procedures specified by the College and University.

e. Post-tenure Reviews

A post-tenure review is normally triggered by unsatisfactory performance and leads in the first instance to an improvement plan. The Director of SILC initiates such a review and plan in accordance with CLAS requirements and ACD 506-11.

Section 3.02. Renewal and Promotion of Lecturers

The renewal reviews for lecturers will be conducted by the Personnel Committee at times and in accordance with procedures specified by the College and University. On the ranks of Senior Lecturer and Principal Lecturer, see ACD 505-02. On criteria for promotion to these ranks, see the SILC document “Criteria for Promotion to Senior or Principal Lecturer.”

Section 3.03. Annual Performance Reviews

a. Process

The Director will initiate the annual performance review process in accordance with CLAS directives and following the guidelines and practices established by SILC. The Personnel Committee will assist the Director in preparing the annual performance review and in recommending any merit salary adjustments.

b. Criteria

For tenured and tenure-track faculty, criteria for annual reviews—as well as those for probationary, promotion, and tenure reviews—minimally include teaching effectiveness, research excellence, and quality of service to the academic community and to the public. Depending on professional interests and unit and institutional needs, individual tenured and tenure-track faculty may have differentiated workloads. Annual reviews will evaluate faculty according to the workload assigned by the SILC director and will reflect the relative weight on teaching, research, and service performed by the faculty member in that year, while also taking into account (per ACD 506–10) the previous two years. Lecturer loads are determined by the SILC Director and will also reflect CLAS policies. Ultimately, work assignments are set by the Director, based on hiring offers, the needs of the School, and the policies set by CLAS.

c. Grievances and Appeals

A faculty member or academic professional may dispute his or her annual evaluation by following the guidelines established by CLAS or the University and requesting a meeting with

the Director. Grievances and appeals beyond the School level shall follow the ACD Manual [ACD 506-10 or 507-08] and appropriate CLAS rules.

Section 3.04. Hiring of Faculty and Professional Staff

In all cases, the ACD Manual and CLAS bylaws and policies prevail in the hiring of all faculty and professional staff. Each of the SILC Faculties will be encouraged to develop hiring and program development recommendations in conjunction with the SILC planning process. General hiring plans for SILC will be made by the Director in consultation with the Executive Committee and will be submitted to the College.

Section 4. Bylaws Revision and Ratification

The SILC bylaws may be altered, amended, or repealed at a meeting of the SILC Assembly by a two-thirds majority vote of the entire SILC Assembly. A motion for amendment must be considered at one meeting of the SILC Assembly and then discussed and voted on at a subsequent meeting. There must be at least a one week notice of the agenda item in each case. If passed, the Director will forward the amendment to the Vice-President and Dean of CLAS and the Office of the Executive Vice President and Provost for approval.