

**COLLEGE OF NURSING & HEALTH  
INNOVATION**

**CONSTITUTION AND BYLAWS  
OF THE  
ACADEMIC ASSEMBLY**

**March 2015**

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**ARIZONA STATE UNIVERSITY**  
**College of Nursing & Health Innovation**

Constitution and Bylaws

**Preamble:**

The Faculty of the College of Nursing & Health Innovation at Arizona State University (ASU), through these bylaws, provides the organization's procedures and protocols by which and through which it may function, within the range of its authority and responsibility, as prescribed by state law, the Conditions of Faculty Service established by the Arizona Board of Regents and other policies of the Board of Regents, and the Arizona State University Faculty constitution and Bylaws and Academic Affairs Policies and Procedures Manual (ACD Manual). This document is intended to be consistent with the aforementioned documents. To the extent there is any inconsistency between this document and the documents or policies identified, the aforementioned documents and policies shall prevail. This document hereby creates the College of Nursing & Health Innovation (CONHI) Academic Assembly.

In discharging its responsibility, the Academic Assembly shall be a collective voice for its members and be empowered to recommend on all matters of educational policy, faculty grievance, faculty personnel, and all other matters affecting the role of faculty governance in the college. This shall be accomplished in a manner that assures the coordination and continuity of its affairs and promotes maximum communication and cooperation between the faculty and administration.

**ARTICLE I: NAME OF ORGANIZATION**

Members of the faculty of CONHI participate in shared governance of the College through the Academic Assembly, and provide advice and counsel to the dean for carrying out the work of the College.

**ARTICLE II: MEMBERSHIP**

- A. The Academic Assembly includes both voting and non-voting members, defined in the ACD Manual 112-01, 505-02 and 505-03. Voting members are full-time faculty members (tenure track and non-tenure tracks) with ranks of professor, associate professor, assistant professor, clinical faculty, professor of practice, research professor, and academic professionals with full-time (budgeted at least 50% time or more in the College) multi-year, probationary or continuing appointments. Others who are affiliated with the college, including clinical instructors, faculty associates and adjunct faculty are non-voting members of the Academic Assembly.
- B. Faculty members who are on leave of absence including sabbatical leave do not have voting rights during their leave. Faculty members who are serving in central administrative assignments have voting rights in the College as long as at least 15% of their assignment remains in the college.

- C. At the discretion of the Chair of the Academic Assembly, other members of the faculty including part-time faculty, adjunct faculty, emeriti faculty, and graduate assistants may attend open meetings of the Academic Assembly. These individuals may be invited to participate in discussion of issues before the assembly, but they do not vote.

### **ARTICLE III: RIGHTS and RESPONSIBILITIES**

The Academic Assembly shall possess all the rights, privileges and prerogatives conferred upon it by the Arizona Board of Regents, the university administration, and the governance documents of Arizona State University.

The responsibilities of the Academic Assembly, and in consultation with the Dean of the CONHI, include but are not limited to:

1. Recommend educational procedures and protocols for the College of Nursing & Health Innovation, which are consistent with Arizona State University policies.
2. Recommend criteria for faculty appointment; retention; promotion; tenure; dismissal; sabbatical leave, and emeritus status.
3. May participate in the selection of the Deans, Academic faculty and Academic professionals.
4. Report and recommend on the deliberations of its standing and special committees.
5. Recommend procedures and protocols governing workload, and teaching assignments in all programs during the respective academic or calendar years, summer sessions, and related workload concerns.
6. Develop and implement approved curricula. Evaluate and revise the curricula for the graduate, undergraduate and inter-professional programs of the college.
7. Faculty shared governance decision-making authority rests with the Academic Assembly, as provided for in ACD 112.01. Program Forums participate in bringing forth initiatives that require a faculty vote. These forums number two (2) and are constituted as follows: Undergraduate Faculty Forum and Graduate Faculty Forum. Inter-professional Faculty Forums will be formed as the need arises. Until that time, inter-professional curriculum proposals, reviews, and evaluation will rest with the Undergraduate or Graduate curriculum committee and Undergraduate or Graduate Faculty Forum.  
  
All other issues impacting faculty such as new programs, standards and protocols and procedures may be brought to the Academic Assembly of the College for faculty vote of support.
8. Recommend requirements for matriculation and for awarding or conferring of degrees

9. Encourages each individual member of the faculty, staff and student body to actualize her/his potential in professional and academic development.
10. Formulate and recommend procedures and protocols for academic discipline of students consistent with the Student Academic Integrity policy (<http://provost.asu.edu/academicintegrity>).
11. Recommend expectations for teaching responsibilities and for evaluation of both faculty and student achievement.
12. Provide services to the University, the professional disciplines represented in the college, and the community through consultation, clinical practice, teaching, research and other creative and scholarly endeavors, as appropriate.
13. Explore other matters of concern to the Academic Assembly.

#### **ARTICLE IV: OFFICERS**

- A. The officers of the Academic Assembly shall be a Chair, a Chair-elect, Secretary and a Parliamentarian.
- B. Election of Officers: The Chair-elect and Secretary shall be elected annually by the Academic Assembly during the election in the spring semester of each year. The Parliamentarian is a volunteer and appointed by the Chair.
- C. Elected officers shall serve a one-year term.
- D. The Chair-elect shall succeed the Chair at the end of the term of office as Chair-elect and in the event that the Chair is unable to complete the term of office.
- E. Functions of the Officers:
  1. The responsibilities of the Chair are to:
    - a. serve as advocate for shared faculty governance.
    - b. preside at all meetings of the Academic Assembly.
    - c. prepare the agenda for all meetings, communicate all actions of the Academic Assembly to the Dean and oversee the archive of official minutes of the Academic Assembly.
    - d. function as faculty representative to the Dean's Advisory Council.

- e. compile an annual report to be disseminated by the end of the academic year to the members of the Academic Assembly and to the Dean. The annual report will include summaries submitted by all Academic Assembly standing committees, ad hoc committees/task forces, and advisory committees. The summaries will include: a) a list of members; b) purpose and functions; c) major decisions; and d) recommendations.
2. The Secretary, in consultation with the Chair will:
    - a. compile and communicate all decisions that affect procedures and protocols to members of the Assembly.
    - b. edit and publish to a designated Academic Assembly site (electronically) all documents necessary for the deliberations of the Academic Assembly. These include agenda for each meeting, minutes from previous meetings, reports, and action items.
    - c. make necessary arrangements for Academic Assembly meetings to be available electronically to other sites where faculty are located.
3. The responsibilities of the Chair-elect are to:
    - a. preside over meetings of the Academic Assembly in the absence of the Chair.
    - b. in collaboration with the Chair of the Academic Assembly, propose an annual slate of faculty nominations for the Chair-elect position, for anticipated vacancies on standing committees and faculty senator positions from the CONHI.
    - c. ensure that the criteria for committee membership as stated in the bylaws are upheld.
    - d. facilitate diverse representation on committees.
    - e. provide for continuity in committee membership consistent with the concept of staggered terms of office and appointments to fill committee vacancies.
    - f. arrange for ballots to be disseminated to voting members of the Academic Assembly. Ballots may be written or electronic. Arrange for tabulation of the votes by at least one other faculty member not on the slate, within one week after ballots are due.
    - g. determine Chair-elect, new committee members and senator(s), based on a simple majority of votes.
    - h. in the event of a tie between two candidates a flip of a coin will be employed to determine the winner. In the event of a tie with three or more candidates running

for the position, a run-off election ballot will be prepared, with the names of the candidates who tied in the voting, and distributed to voting members of the Academic Assembly.

- i. report the results to all faculty members within 48 hours of tabulating the votes.
  - j. submit a written report to the Chair of the Academic Assembly, stating the number of ballots distributed the number of votes cast, the names of persons elected, and the terms of office.
  - k. nominate faculty members to serve on ad hoc and advisory committees, and forward these nominations to the Chair of the Academic Assembly, who makes the appointments.
  - l. fill unexpected committee vacancies for the remainder of the term of office, according to established procedures and protocols.
  - m. maintain a current roster of Academic Assembly members to be used for voting purposes.
4. The responsibility of the Parliamentarian is to provide guidance to the Chair and Chair-elect of the Assembly related to the latest edition of Roberts Rules of Order for conduct of the meeting

## **ARTICLE V: MEETINGS**

- A. Meeting Schedule:  
Regular meetings of the Academic Assembly shall be held at least twice each semester.
- B. Agendas, Minutes of the previous Assembly meeting, Deans, Directors and Senators' reports shall be submitted to the Academic Assembly Secretary for posting to the CONHI Academic Assembly site for access by all members of the Academic Assembly at least seven (7) calendar days prior to the scheduled meeting day. Additional items of business may be placed on the agenda after it has been posted by a request made by three or more persons to the Chair who, in consultation with the Chair- elect and the Dean sets the final agenda.
- C. Agenda standing items may include: 1) Minutes of the previous meeting 2) Reports from Dean, Associate Deans, and Program Directors 3) Senators' report 4) Action Items/Old Business 5) Discussion Items/New Business and 6) Information Items/Announcements.
- D. Special Meetings:

The Chair of the Academic Assembly in consultation with the Dean of CONHI, OR the Dean in consultation with the Chair of the Academic Assembly OR 10% of the voting faculty may call special meetings. A "Notice of Meeting" shall be disseminated to members at least five (5) working days prior to the meeting. The official method for notification of special

meetings of the Academic Assembly is through ASU e-mail.

- E. Quorum: Forty percent (40 %) plus one (1) of the members of the Academic Assembly shall constitute a quorum at all meetings. A quorum will be established before any vote is taken by the members of the Academic Assembly.
- F. Methods of Voting:
  - 1. Recommendations received from any Academic Assembly standing committee that require action by the respective body, have the status of a main motion and do not require a motion from the floor or a second to be considered.
  - 2. Any method of voting may be used at the discretion of the presiding officer in Academic Assembly meetings. Members participating in an Academic Assembly meeting via videoconferencing facilities are permitted to vote electronically on items discussed at that meeting, but proxy voting (that is, voting without actual presence – either in person or by videoconference) will not be permitted at Academic Assembly meetings.
  - 3. It shall be the shared responsibility of the Chair and Chair-elect to see that only eligible faculty members vote for Academic Assembly business.
- G. Rules of Order: Meetings of the Academic Assembly shall be conducted according to the latest edition of Roberts' Rules of Order.
- H. Minutes:
  - 1. Minutes of the previous meeting shall be posted at least five working days prior to the next regularly scheduled meeting.
  - 2. The minutes shall:
    - a. Include the names of those making motions and amendments.
    - b. Include a summary of all actions taken.
    - c. Be submitted in draft form to the Chair of the assembly for approval prior to posting.
  - 3. Official copies of all minutes and related documents from Academic Assembly meetings shall be kept on file by the Chair of the Academic Assembly and in the office of the Dean.

## **ARTICLE VI: COMMITTEES**

- A. Academic Assembly Committees are designated as:
  - 1. Standing Committees
  - 2. As Needed Committees
  - 3. Task Forces
  - 4. Advisory Committees
- B. Standing Committees include:



1. Program Forums
    - a. Undergraduate Faculty Forum
    - b. Graduate Faculty Forum (nursing graduate programs and inter-professional graduate programs).
  2. Curriculum Committees
    - a. Graduate Curriculum committee
    - b. Undergraduate Curriculum committee
  3. Faculty Appointment and Search Committee
    - a. Tenure/Tenure-Track subcommittee
    - b. Clinical Track subcommittee
  4. Faculty Evaluation Process Committee
  5. Personnel Advisory Committees:
    - a. Tenure/Tenure-Track subcommittee
    - b. Clinical Track sub-committee
    - c. Research Track ad hoc subcommittee
  6. Standards Committee
  7. Substance Abuse Committee
- C. As Needed Committees**
1. Student Academic Grievance Committee
  2. Student Scholarship & Fellowship Committee
- D. Membership on Standing and As Needed Committees:**
1. The Dean, Associate Deans and Directors may serve on standing committees as ex-officio members unless otherwise designated in these bylaws. Ex-officio members have voice but no vote.
  2. Members of the Academic Assembly may serve on all committees of these bylaws unless otherwise stipulated in the description of the committee membership. All elected members of the committees have voice and vote.
  3. Faculty members within the CONHI may serve concurrently on no more than two committees within the College of Nursing & Health Innovation.
  4. Members on committees shall be eligible to place their names on the ballot to run for consecutive terms on the same committee unless otherwise designated in these bylaws.
  5. The term of office on all committees is staggered and shall be three years unless

otherwise specified in these bylaws. Elected committee members may run for a second three-year term. Election of a fixed-term faculty member or academic professional to a committee position does not create an expectation of continued employment for that person beyond the term of that person's appointment or impose such an obligation on ASU.

6. Student representatives on committees shall be selected through the appropriate student organization, in accordance with their bylaws.
7. Student representatives on the Standards committee, Curriculum committees, Student Academic Grievance committee, and task forces shall have voice only unless otherwise indicated in these bylaws.
8. Vacancies that occur during the year shall be filled for the remainder of the term of office, according to established procedures and protocols.
9. All committees where program or rank representation is important will reflect such representation.
10. Election to Standing and As Needed Committees will occur in the spring semester of each academic year.
11. The Chair of each committee will call the first meeting at the beginning of the academic year to establish the committee calendar. In the event that there is not a designated Chair, the Chair of Academic Assembly will appoint a committee member to convene the first meeting.
12. There will be administrative support staff assigned to each of the Standing Committees. They will maintain archival records for each of the respective committees.

**E. Chairpersons of Standing and As Needed Committees:**

1. Each committee shall have a Chairperson and a Chair-elect.
2. The Chairperson and Chair-elect shall be full-time faculty members who shall be elected by the respective committees.
3. The Chairperson shall assure that a record of the minutes of each meeting, as appropriate for each committee, is kept and that a copy of the minutes is available to each committee member and to the Dean. Minutes will be available to Academic Assembly members via electronic access.
4. The Chairperson shall report to the Academic Assembly as necessary and prepare and disseminate an annual report at the end of each academic year to the Chair-elect of the Academic Assembly and the Dean.

**F. Academic Assembly Standing Committees:**

**1. Program Forums**

**Purpose:**

Provide a forum for discussion of all issues that impact the educational delivery of each of the respective programs Faculty. Issues may be concerned with teaching, scholarship, service, and work environment.

**Function:**

At the beginning of each academic year a Faculty Forum meeting schedule is to be established by each of the Forums and a Chair or Facilitator of each is selected by a vote of the members of the respective forum.

**Membership:**

Program Forum membership is constituted by all faculty members teaching in those respective programs.

Vote on Forum issues rests with benefits eligible faculty members assigned responsibility in the respective program in the current academic year.

All faculty members may attend any of the Program Forums of the college and have voice.

The Chair shall serve for a term of one academic year but may serve for subsequent terms.

**2. Curriculum committees:**

**Purpose:**

Each curriculum committee provides leadership for the development and evaluation of each of the respective program's curriculum. In consultation with the Dean and Program Directors, curriculum committees identify actions to improve those programs. These recommended actions will be forwarded to Academic Assembly for review and subsequent recommendation to the Dean.

Function:

Curriculum committees are charged with:

- a. providing review of proposed new courses submitted by faculty members and making recommendations to their appropriate Program Forum.
- b. providing updates on curriculum developments and support of the respective Program Forum to Academic Assembly. Such updates may be provided to Academic Assembly by either the Chair of the Curriculum Committee or the Chair of the Program Forum.
- c. conducting systematic review of continuing courses.
- d. submitting new course proposals to the respective Program Forum for faculty discussion and support.
- e. conducting scheduled three-year reviews of established courses as mandated in the College Master Plan for Evaluation.
- f. reviewing all new courses or concentration proposals for consistency with program completion outcomes established by the faculty.
- g. critiquing the program course review criteria and process, and revise as necessary.

### 3. **Undergraduate Curriculum Committee**

Membership:

Six (6) full-time faculty members with representation across CONHI programs and with primary teaching in the undergraduate programs. Two of these members must be Tenure/Tenure-Track faculty.

Ex officio members include:

Associate Dean for Academic Affairs

Program Directors

Student Services representative

Student representatives (one from each of the undergraduate degree programs)

### 4. **Graduate Curriculum Committee**

Membership:

Five (5) full-time faculty members with representation across CONHI programs and with primary teaching in the graduate programs. Two of these members must be Tenure/Tenure-Track faculty.

Ex-officio members include:

Associate Dean for Academic Affairs

Program Directors

Student Services representative

Student representatives (one from each concentration or program, when possible)

## 5. **Faculty Appointment and Search Committee**

Faculty Appointment and Search Committee is constituted by two sub-committees: [1] The Tenure/Tenure-Track subcommittee and [2] the Clinical Track subcommittee. Each subcommittee reviews recommendations received from program level ad hoc search committees, confirms adherence to all University policies, and forwards recommendations of potential candidates for each position to the Dean.

Purpose:

Provide a mechanism for ensuring equitable recruitment and appointment of highly qualified faculty members and academic professionals who promote attainment of CONHI goals and program objectives.

Functions:

Coordinates all aspects of the recruitment process in keeping with university policy and procedures described at [asu.edu/provost/recruitment/faculty/index.html](http://asu.edu/provost/recruitment/faculty/index.html) which also contains the recruitment handbook from the Office of Equity and Inclusion.

Review of applications for consistency with advertised criteria for the positions and submission to Office of Equity and Inclusion for approval to interview.

Make recommendation for appointment of faculty members in their respective tracks to the Dean, who is responsible for selecting and announcing new faculty appointments.

NOTE: Special Circumstances

In the event that there is need for a targeted search to recruit for a specialized faculty position, the Dean may appoint an Ad Hoc Task Force constituted by faculty who have expertise in or knowledge of possible candidates for this targeted need. In this circumstance, the Dean will advise the chair of the Appointment and Search committee of the formation of the Ad Hoc Task Force and the chair will recommend a member of the Appointment and Search Committee to serve as a representative to ensure that EEOC policies are in place.

**a. Tenure/Tenure-Track sub-committee**

Membership:

The subcommittee shall be composed of three (3) members with representation from the different programs within CONHI.

The members shall be elected by the Academic Assembly from eligible Tenure/Tenure-Track faculty members who do not hold positions as Deans or program directors.

The chair and at least one (1) member shall attend the annual training on diversity in recruitment provided by the Office of the University Provost.

**b. Clinical Track sub-committee**

Membership:

The committee shall be composed of three (3) members with representation from the different programs within CONHI.

The members shall be elected by the Academic Assembly from eligible faculty members who do not hold positions as Deans or program directors.

The chair and at least one (1) member shall attend the annual training on diversity in recruitment provided by the Office of the University Provost.

**6. Faculty Evaluation Process Committee**

Purpose:

Review the annual faculty evaluation process and **refer faculty members, when requested to ACD 506-10 (Annual Evaluations of Faculty).**

Functions:

Use the process approved by the Academic Assembly and the Dean to develop a performance evaluation process for faculty.

Recommend to Academic Assembly for a vote on any revision of annual performance evaluation forms.

Membership:

The committee shall be composed of five (5) members. Two members each from Tenure/Tenure-Track faculty and Clinical Track faculty, and one from Research

Track Faculty.

## 7. **Personnel Advisory Committee**

Purpose:

Make recommendations to the Dean concerning faculty status according to established criteria for initial and continuing academic appointment and application for tenure and/or promotion. Sabbatical applications will be reviewed according to university criteria with recommendations put forth to the Dean for subsequent review and approval.

Structure:

The CONHI Personnel Advisory Committee (PAC) consists of two separate subcommittees and one Ad Hoc subcommittee. The subcommittees are Tenure/Tenure-Track (T/TT), and Clinical Track (CT). The ad hoc subcommittee is the Research Track (RT).

### **PAC: T/TT**

A tenured faculty committee member is eligible to make recommendations for appointment, probationary review, tenure, and promotion but only for a faculty member at the same or lesser rank as the committee member. All tenured faculty committee members are eligible to review and make recommendations for sabbatical requests. A T/TT subcommittee member has voice and vote for T/TT faculty in all personnel matters herein identified, with the exception noted above.

### **PAC: CT**

A Clinical Track faculty committee member is eligible to make recommendations for appointment, promotion, and retention for a Clinical Track faculty member at the same or lesser rank as the committee member. A CT subcommittee member has voice and vote for CT faculty in all personnel matters herein identified with the exception noted above.

### **PAC: RT**

A Research Track faculty member is eligible to make recommendations for appointment, promotion, and retention for a Research Track faculty member at the same or lesser rank as the committee member. A RT ad hoc subcommittee member has voice and vote for RT faculty in all personnel matters herein identified, with the exception noted above.

#### **a. Personnel Advisory Committee: Tenure/ Tenure-Track subcommittee**

Functions:

Review and evaluate materials submitted from the Tenure/Tenure-Track Faculty

Appointment and Search committee for faculty candidate initial appointment and make recommendations to the Dean.

Review and evaluate materials submitted by faculty members for continuing academic appointment, tenure, promotion, and sabbatical leave for tenure track ranks and provide a written, summative evaluation of the Candidate's body of work and recommendation to the Dean.

Review and revise, as necessary, a) Tenure/ Tenure-Track criteria for rank, and b) the review process for candidates applying for tenure and/or promotion. Make recommendations to Academic Assembly for vote of support prior to sending recommendations to the Dean for subsequent submission to the Provost for review and final approval.

Process for making recommendations:

A committee member is eligible to make recommendations for tenure, promotion, and retention for Tenure/Tenure-Track faculty and promotion but for candidates only at the same or lesser rank as the committee member.

Membership:

The subcommittee shall be composed of five (5) tenured faculty members at the rank of full or associate professor. Only tenured professors who do not hold positions as Deans, directors, or direct reports for whom faculty evaluation is a responsibility of that position may serve. Direct report refers to faculty members who are responsible for evaluation of other faculty and include Dean, Associate Dean(s), Assistant Dean(s), Program Directors, and Program Assistant Directors. The members shall not concurrently serve on the University Promotion & Tenure Committee.

NOTE: Special Circumstances

In the event that there are not five tenured full professors to constitute the Tenure/Tenure-Track subcommittee to evaluate candidates seeking promotion to full professor, the following process will be implemented if a candidate is eligible for appointment or seeks promotion to full professor rank.

A request will be made by the chair of Personnel Advisory Committee Tenure/Tenure-Track subcommittee to the Dean to request the Provost appoint full professors from other colleges or departments to complete the required three (3) full professor members to review the applicant's portfolio. The professor(s) from the other unit(s) shall not currently serve on the University Promotion & Tenure Committee. The three (3) individuals then constituting the T/TT subcommittee will conduct an appointment or promotion review and provide an evaluative summary of the candidate's body



of work and recommendation to the Dean.

Procedure for making recommendations:

Portfolio materials for T/TT faculty members are reviewed by the PAC:T/TT subcommittee at the time of their 3<sup>rd</sup> year review or when seeking promotion or tenure. Such reviews are conducted in accord with the faculty member's respective criteria for rank.

**b. Personnel Advisory Committee: Clinical Track subcommittee**

Functions:

Review and evaluate materials submitted from the Clinical Track Faculty Appointment and Search committee for faculty candidate initial appointment and make recommendations to the Dean.

Review and evaluate materials submitted by Clinical Track faculty members for promotion, according to established criteria approved by the Academic Assembly, and provide a confidential written, summative evaluation of the candidate's body of work and recommendation to the Dean.

Review and **revise** as necessary the Clinical Track Faculty Criteria for Rank, and the review process for candidates, and the Personnel Advisory Committee Manual and make recommendations to the Academic Assembly for vote of support prior to sending recommendations to the Dean for subsequent submission to the Provost for review and final approval.

Membership:

The subcommittee shall be composed of three (3) elected faculty members at the rank of Clinical Associate Professor or Clinical Professor. If possible, representation is to be drawn from undergraduate and graduate programs.

Members may not hold positions as Deans, directors, or direct reports in which evaluation of faculty members is a responsibility of the position.

Procedure for Making Recommendations:

All CT faculty members are reviewed by the PAC: CT subcommittee according to their respective criteria for rank.

**c. Personnel Advisory Committee: Research Track Ad Hoc Subcommittee**

### Functions:

Review and evaluate materials submitted by Research Track faculty members for initial appointment and make recommendations to the Dean.

Review and evaluate materials submitted by Research Track faculty members for promotion, according to established criteria approved by the Academic Assembly, and provide a confidential written, summative evaluation of the candidate's body of work and recommendation to the Dean.

Review and manage revision, as necessary, of the Research Professor Criteria for Rank and the review process for candidates, and the Personnel Advisory Committee Manual and make recommendations to the Academic Assembly, as needed.

### Membership:

The ad hoc subcommittee will be composed of three (3) faculty members. Two members will be associate level or higher Research Track and one will be a member of the Personnel Advisory Committee Tenure/Tenure-Track at the rank of Associate Professor or Professor.

Members of this ad hoc subcommittee may not hold positions as Deans, directors, or direct reports in which faculty evaluation is a responsibility of the position.

The Research Track subcommittee will be convened by the Chair of the Personnel Advisory Committee T/TT when necessary.

Recommendations for retention and promotion of research track faculty will be made by this ad hoc subcommittee.

#### NOTE: Special Circumstances:

In the event that there is not a full complement of full professors to constitute the Research Track ad hoc subcommittee to evaluate candidates seeking promotion, the following process will be implemented.

When a faculty member seeks appointment or promotion to the Rank of Research Professor, an interdisciplinary Research Track ad hoc subcommittee will be formed. This RT ad hoc subcommittee will consist of one (1) Professor from the PAC: T/TT one (1) Research Professor from CONHI, and one (1) Research Professor from another

ASU college or department as requested by the PAC Chair after consulting with the candidate for review and approval by the Dean and Provost. The above referenced subcommittee members will review the candidate's body of work and provide an evaluative summary and recommendation to the Dean.

## 8. **Standards Committee**

### Purpose:

Establish and maintain standards of admission, progression, retention, and graduation and/or course completion in accordance with established college and university standards.

### Functions:

Propose to the Academic Assembly (for subsequent review and approval by the Dean), and implement procedures and protocols for admission, retention, graduation and course completion in the graduate and undergraduate programs in accordance with standards established by the CONHI and the University. Coordinate the College standards with the appropriate University policies and standards.

Provide a forum for students to petition aspects of their academic studies requesting exceptions to established policies of the college and university.

Make recommendations to the Academic Assembly regarding proposed changes in standards as reflected in protocols and procedures for subsequent review and approval by the Dean.

Communicate changes in CONHI and University standards to the faculty, students, and academic advisors.

### Membership:

The committee shall be composed of six (6) elected faculty members, ex-officio members, and student representatives.

Elected faculty members reflect representation from the disciplines and programs (undergraduate and graduate) and include:

Six (6) faculty members (3 undergraduate & 3 graduate) representing the various programs

Three (3) student representatives elected from the CONHI respective student organizations

Nursing = 1 Graduate and 1 Undergraduate

Inter-professional = 1

Ex-officio members include:

Dean

Associate Dean for Academic Affairs

Program Directors

Graduate Program Concentration Associate Directors

Director Student Services

## 9. **Substance Abuse Committee**

Purpose:

Provide guidance and leadership for the prevention, detection, reporting, intervention, and monitoring of confirmed instances of substance impairment by students and establish opportunities for continued learning about the scope and context of substance abuse.

Function:

Review ASU and CONHI substance impairment policies during the spring semester of odd years and make recommendations to the Academic Assembly for revision.

Review the substance impairment related content in specific courses and make recommendations for revision.

Arrange an annual workshop on substance impairment for new faculty and staff each fall semester.

Arrange the presentation of information on substance impairment, for students as needed.

Serve as a resource to faculty on substance impairment issues and liaison to Disability Resource Center.

Maintain a list of addiction specialists obtained from the Arizona State Board of Nursing or other resources as appropriate and available.

Membership:

The committee shall be composed of three faculty members, elected from and by the Academic Assembly.

At least one of the elected members shall have knowledge of or experience with issues concerning substance impairment. If such a resource is limited, the term of

office may be amended.

#### **G. As Needed Committees**

**Purpose:**

As Needed Committees are continuing committees of the Academic Assembly charged with work in service of the college in matters of Student Academic Grievance and Student Scholarship & Fellowship.

As Needed Committees have workloads that are more variable and do not require the frequency of scheduled meetings of Standing Committees. At a minimum, an

As Needed Committee may meet at the beginning of each academic year to review its charge and set the goals to be accomplished for the academic year (procedure and protocol review and revision).

**Membership:**

Members of each As Needed Committee are elected by Academic Assembly and the chair is selected by the committee members.

#### **H. Student Academic Grievance Committee**

**Purpose:**

To provide a mechanism for resolutions of student grievances related to matters within the purview of the CONHI.

**Functions:**

Implement the informal and formal grievance processes, based on the CONHI Academic Grievance procedures and protocols, as approved by the Academic Assembly.

**Membership:**

The Academic Grievance Committee shall be composed of six (6) members (four faculty and two students).

Appointed faculty members of the committee will be representative of graduate and undergraduate programs. In the event that a student from any of the programs files a grievance, the Associate Dean for Academic Affairs will appoint the faculty members to the committee.

Appointed student members of the committee will be representative of graduate

and undergraduate programs (one graduate student and one undergraduate student). Program specific students will be appointed by the Associate Dean for that program.

Faculty members shall have been on the faculty for a minimum of one year prior to serving on the Academic Grievance Committee.

Students serving on this committee shall participate in all committee functions, according to grievance policies and procedures.

In case of a conflict of interest or the inability of a faculty member to attend a grievance hearing, an alternate faculty member shall be selected by the Program specific Associate Dean in consultation with the Chair of the Academic Grievance Committee.

The program specific Associate Dean will be notified by the Chair of the Grievance Committee if it becomes necessary to appoint an alternate student member due to conflict of interest or inability of the student to serve.

Chair:

A Chair will be selected from the faculty committee members when the Academic Grievance committee is, by necessity, formed.

The Chair casts a vote only in the event of a tie among other members.

Academic grievance procedures and protocols adopted by the Student Academic Grievance Committee will be consistent with the University Policy for Student Appeal Procedures on Grades established by the University and published on ASU Academic Catalog (<https://catalog.asu.edu>), and also with the Academic Integrity Policy published on Office of the University Provost website (<https://provost.asu.edu>).

Every three years the Chair of the Academic Assembly shall nominate three faculty members to an As Needed committee to review the Student Academic Grievance procedures and protocols.

## **I. Student Scholarship & Fellowship Committee**

Purpose:

Provide a mechanism for recommendations concerning dispersal of scholarship and fellowship funds and outstanding graduating student recognition.

Functions:

Use predetermined scholarship and fellowship criteria to determine recipients of selected scholarship funds.

Select faculty recommended outstanding graduating students for recognition at convocation.

**Membership:**

The committee shall be composed of representation from graduate and undergraduate programs. Sub-committees from each of these levels may be established to address the scholarships and fellowships available for students in the different disciplines.

**Graduate Sub-committee**

Faculty representatives: a minimum of three from graduate programs  
Student Services representative

**Undergraduate Sub-committee**

Faculty representatives: a minimum of three from undergraduate programs  
Student Services representative

**Advisory/ex-officio members to each sub-committee:**

Financial Officer who manages dispersal of funds  
Development staff member  
Student Services Office support person

**J. Task Forces**

**Purpose:**

The Chair of the Academic Assembly in consultation with the Dean of the CONHI may establish Task Forces as needed. As a rule, unless otherwise specified, faculty members will be appointed by the Chair of the Academic Assembly, based on recommendations from the faculty, directors, and/or Deans.

**Membership:**

Membership on Task Forces will be determined based on the responsibilities to be addressed by the committee.

Members shall serve until the final report has been submitted; the time involved usually will not exceed one academic year.

**Chairperson:**

The Chair of the Academic Assembly shall designate the convener for the initial

meeting.

The Chairperson shall be a member of the Academic Assembly, and shall be elected by the committee members during the first meeting.

#### **K. Advisory Committees**

Advisory committees shall be constituted by the Dean, or Associate Dean(s) as needed, to obtain Academic Assembly input related to administrative matters.

### **ARTICLE VII: UNIVERSITY FACULTY SENATORS**

- A. The CONHI is represented on the University Academic Senate at the Downtown Phoenix campus as determined by the university rules governing membership.
- B. The college is eligible for three (3) senate seats. Additional senate seats will be requested as programs within the college grow.
- C. Each senator is elected for a term of three (3) years and may serve a second three year term. Elections of senators are to be staggered.
- D. The election of senator for the following academic year will be completed and reported to the University Senate Office by May 15 of the current year.

### **ARTICLE VII: AMENDMENTS TO THE BYLAWS**

- A. The bylaws may be altered, amended or repealed by two-thirds (2/3) majority provided that a quorum of the Academic Assembly members cast a vote on the proposal.
- B. Members of the Academic Assembly shall send nominations for an ad hoc bylaws committee to the Chair of the Academic Assembly. This committee is to review the constitution and Bylaws during the fall semester on the even numbered years and prepare amendments to the document for the approval of the Academic Assembly the following spring semester. There may also be other times when it is appropriate to approve changes.
- C. Any member of the Academic Assembly may propose an amendment to the constitution or Bylaws as a motion during any meeting of the Academic Assembly.
- D. No amendment may be enacted during the same meeting that it is introduced.
- E. Within two weeks following the meeting of the Academic Assembly in which the amendment was made, a ballot will be prepared by the secretary to the assembly and distributed to the members of the Academic Assembly. Ballot may be pen/paper or electronic.

Ballots shall be cast and returned to the secretary to the assembly within two weeks, or as



specified, of their distribution to be officially counted.

- F. Upon vote endorsement by the Academic Assembly, the Chair shall forward the amendment to the Dean of the CONHI for the dean's review who, if in agreement, will forward the recommended amendment to the Provost for review.
- G. Amendments shall become operative when approved by the Dean and the Provost. In the event that the Dean does not approve an amendment, a conference with the Dean and the Chair of the Academic Assembly shall be arranged to reconcile, if possible, differences on the amendment.

If reconciliation has been achieved by the conferees, the modified amendment will be presented to the Academic Assembly for approval. In the event that reconciliation cannot be achieved, the Chair of the Academic Assembly in consultation with the Chair-elect and the Dean shall call a special meeting of the assembly and invite the Dean to discuss the reasons for rejecting the amendment.

#### **Constitution and Bylaws**

##### Revised/Amended:

5/14/79	5/90	3/17/08
5/12/80	1/11/93	9/16/10
4/27/81	5/9/93	9/2010 Approved by CONHI AA
5/10/82	5/8/95	8/2011
5/7/84	9/15/95	5/2013 Approved by CONHI AA
5/27/87	4/28/97	11/2014 Approved by CONHI AA

##### Approved by the Provost:

10/7/97  
 9/10/99  
 9/1/01  
 4/2008  
 5/2011  
 4/2012