

***Constitution and
Bylaws
of the
Academic Assembly***

**Approved by the Faculty of the
School of Nutrition and Health Promotion May 2012**

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ARIZONA STATE UNIVERSITY
School of Nutrition and Health Promotion
Constitution and Bylaws

Preamble:

The Faculty of the School of Nutrition and Health Promotion at Arizona State University (ASU), through these bylaws, provides the organization and procedures 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 (ABOR), other ABOR policies, ASU's faculty constitution and bylaws, and ASU's 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 School of Nutrition and Health Promotion 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. The School of Nutrition and Health Promotion faculty is multi-disciplinary and currently comprises the disciplines of nutrition, exercise and wellness, health sciences, medical laboratory sciences, and kinesiology.

ARTICLE I: NAME OF ORGANIZATION

The Academic Assembly is the primary governing body of the School of Nutrition and Health Promotion (SNHP). It is the primary body through which School administration consults with the faculty to address issues and policies. Its members participate in and share the responsibilities and obligations of governance of the School and the university as provided by ABOR.

ARTICLE II: MEMBERSHIP [LOOK UP ACD 705]

- A. The Academic Assembly includes, as voting members, all full-time faculty as defined in ACD 505-02 and all academic professionals as defined in ACD 505-03 with continuing, full-time (100% FTE) status, budgeted at least 50% time or more in the School. Others, who are affiliated with the School, including faculty associates, visiting faculty, and adjunct faculty, are non-voting members of the Academic Assembly.
- B. Faculty members who are on leave of absence without pay, medical leave, or sabbatical leave, do not maintain voting rights during their leave.
- C. Faculty members who are serving in central administrative assignments have voting rights in the School as long as at least 15% of their assignment remains in the School.

ARTICLE III: RIGHTS and RESPONSIBILITIES

The Academic Assembly shall possess all the rights, privileges and prerogatives conferred upon it by ABOR, the university administration, and the governance documents of ASU.

The responsibilities of the Academic Assembly, in consultation with the Director of the SNHP, include but are not limited to:

1. Recommending educational policies for the School of Nutrition and Health Promotion, which are consistent with Arizona State University policies.
2. Recommending criteria for faculty appointment, retention, promotion, tenure, and emeritus status.
3. Appointing ad-hoc committees to participate in the selection and retention of the Director and providing input to the Director into the assignment of center directors and other School administrative positions held by faculty.
4. Recommending policies and procedures to govern salary adjustments, unless those are provided centrally. As per ACD 511-01, if any conflict exists between School guidelines and policy and those issued by the President, the President's guidelines will take precedence.
5. Reporting and recommending on the deliberations of its standing and ad hoc committees.
6. Recommending policies and procedures governing workload and teaching assignments during the respective academic or calendar years and summer sessions, as long as such recommendations do not conflict with the workload determinations made by the President or his or her designee as may be needed by the institution.
7. Recommending and moving forward all curriculum reviews and proposals.
8. Formulating and recommending rules and procedures for academic discipline of students.
9. Recommending expectations for teaching responsibilities, service to the University, professional disciplines, and the community, and research/scholarship for evaluation of faculty achievement.
10. Providing regular faculty input on the performance of the School Director and Associate Directors.

ARTICLE IV: OFFICERS

- A. The officers of the Academic Assembly shall be a Chair, a Chair-elect and a

Parliamentarian.

- B. Election of Officers: The Chair-elect shall be elected annually by the Academic Assembly during the annual election in the spring semester of each year. The Parliamentarian is a volunteer faculty role appointed by the Chair.
- C. Elected officers shall serve a one-year term. 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.
- D. 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. Determine the agenda for all meetings, communicate all actions of the Academic Assembly to the Director and ensure official minutes of the Academic Assembly are maintained and amended as needed.
 - d. Establish ad hoc Committees, as needed, and appoint members.
 - 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 School Director. 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) non-personnel decisions and recommendations.
 - 2. 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 for university faculty senators from the SNHP for those terms that expire at the end of the current academic year, and for terms in which faculty members currently occupying those positions will not be available to complete their term of office (e.g., sabbatical leave).
 - c. Ensure that the criteria for committee membership as stated in the bylaws are upheld.
 - d. Facilitate diverse representation on committees from the disciplines within the SNHP.
 - e. Provide for continuity in committee membership, consistent with the concept of staggered terms of office.

- f. Arrange for ballots of faculty nominations to voting members of the Academic Assembly, either written or electronic, and tabulation of the votes, with at least one 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. Following tie votes, (if only two candidates) have the nominees who tied use a (flip of a coin) lottery method to end the tie. In the event of a tie with three or more candidates running for the position, a run-off election ballot will be prepared 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 policies and procedures.
 - m. Maintain a current roster of Academic Assembly members to be used for voting purposes.
3. The responsibility of the Parliamentarian is to:
- a. 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.
- E. Secretary to the Academic Assembly: A person selected and appointed by the School Director shall serve as the Secretary to the Academic Assembly. The Secretary to the Academic Assembly shall:
1. Compile and communicate all decisions that affect policy in the SNHP to members of the Assembly.
 2. Disseminate and post to a designated SNHP Academic Assembly site (electronically) all documents necessary for the deliberations of the Academic Assembly. These include the agenda for each meeting, minutes from previous meetings, reports, and action items.
 3. Make necessary arrangements for Academic Assembly meetings to be electronically transmitted to other campuses.

ARTICLE V: MEETINGS

- A. Regular meetings of the Academic Assembly shall be held at least once each semester. The Chair of the Academic Assembly shall call for and schedule regular meetings.
- B. Agendas, minutes of the previous Academic Assembly meeting, Director's and Senators' reports shall be submitted to the Academic Assembly Secretary for posting to the SNHP Faculty/Academic Assembly site for access by all members of the Academic Assembly at least five (5) calendar days prior to the scheduled meeting day. Any member may have an item of business placed on the agenda by notifying the Chair prior to the dissemination of the agenda (at least seven calendar days before the agenda is posted.)
- C. Agenda standing items may include:
 - 1) Minutes of the previous meeting
 - 2) Reports from Director and other administrators
 - 3) Senators' Report
 - 4) Action Items/Old Business
 - 5) Discussion Items/New Business
 - 6) Information Items
- D. Special Meetings:
 - 1. The Chair of the Academic Assembly or the Director of the School of Nutrition and Health Promotion may call special meetings.
 - 2. The Chair or the Director of the School of Nutrition and Health Promotion may call a special meeting of the Academic Assembly upon the receipt of a written request of three members. The purpose of the meeting must be stated explicitly and the meeting shall be limited to that stated purpose. In all cases, a "Notice of Meeting" shall be disseminated to the members at least five working days prior to the meeting. Notification of special meetings of the Academic Assembly shall occur through ASU e-mail, announcements at faculty meetings, and postings in program mailrooms.
- E. Quorum: Fifty percent (50%) 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. Proxies:
 - 1. Proxy votes will not be permitted for votes on matters voted on during the Academic Assembly meeting.
- G. Methods of Voting:
 - 1. Recommendations received from any Academic Assembly 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. However, at the request of two members, a vote by written ballot shall be conducted.

3. It shall be the responsibility of the Chair to see that only members vote at Academic Assembly meetings.
- H. Rules of Order: Meetings of the Academic Assembly shall be conducted according to the latest edition of Roberts' Rules of Order. <http://www.robertsrules.org/rror-08.htm>
- I. Minutes:
1. Minutes of the previous meeting shall be posted on the ASU intranet 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 Director.

ARTICLE VI: COMMITTEES

- A. Academic Assembly Committees are designated as:
1. Standing Committees which are comprised of the following:
 - a. Curriculum Committee/Subcommittees
 - b. Personnel Advisory Committees
 - c. Academic Grievance Committee
 2. Ad Hoc Committees (to be formed as needed) which are comprised of the following:
 - a. Faculty Appointment and Search Committee/Subcommittees
 - b. Faculty Evaluation Process Committee
 - c. Student Standards Committee
- B. Membership on Standing and Established Ad Hoc Committees:
1. The School Director and others may attend committee meetings as non-voting visitors unless otherwise designated in these bylaws.
 2. Members of the Academic Assembly may serve on all committees of these bylaws unless otherwise stipulated and have voice and vote.
 3. 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.
 4. Ex-officio members on committees shall have voice but not vote, unless otherwise indicated in these bylaws or by specific policy of the committee.

5. The term of office on all committees shall be three years unless otherwise specified in these bylaws.
6. The terms of office for members on committees shall be staggered to the extent possible.
7. Vacancies that occur during the year shall be filled for the remainder of the term of office, according to established policies and procedures.
8. All committees where discipline, program, or rank representation is important will reflect such representation.
9. Election to Standing Committees will occur in the spring semester of each academic year; election/selection to Ad Hoc Committees will occur as needed.
10. The Chair of each committee will call the first meeting at 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.

C. Chairpersons of Standing and Ad Hoc Committees:

1. Each committee will have a Chairperson and a Chair elect. The Chairperson and Chair-elect shall each be a full-time faculty member who shall be elected by the respective committee.
2. The Chairperson shall ensure that a record of the minutes of each meeting is kept by the assigned support staff and that a copy of the minutes is distributed to each committee member and to the School Director and made available to all faculty via electronic access.
3. 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 Director.

D. Academic Assembly Standing Committees:

1. Curriculum Committee:
 - a. Purpose: Provide leadership for long range planning, implementation and evaluation of the graduate and undergraduate curricula in accordance with SNHP plans for program evaluation and program needs.
 - b. Structure: The SNHP Curriculum Committee is made up of one (1) elected member from each SNHP program. Elected committee members may not be members of the Curriculum Sub-Committees. **Whenever possible**, the majority of Committee members must be tenured to the School of Nutrition and Health Promotion.
 - c. Functions:
 - i. Meet at least once each semester to exchange information about current and future planned courses and review the School's plans for

program evaluation and program needs.

2. Curriculum Subcommittees:

- a. Purpose: All program-based curriculum subcommittees are charged with overall planning and review of their curricula and maintaining collaboration among and between all SNHP curriculum subcommittees.
- b. Structure: Each program within the SNHP will elect its own curriculum committee(s) as defined within program bylaws. If no program bylaws exist, elections will proceed as defined in SHNP Bylaws.
- c. Function:
 - i. Provide review of proposed new courses within their program and making recommendations to their faculties and the SNHP Curriculum Committee.
 - ii. Provide updates on curriculum developments and decisions to School's Curriculum Committee.
 - iii. Conduct systematic reviews of continuing courses within their program
 - iv. Submit new course proposals to their respective Program faculty for faculty approval.

3. Tenured/Tenure Track Personnel Advisory Committee (TTPAC)

- a. Structure: There will be five (5) elected members, all full time, tenured faculty within the SNHP. A minimum of three (3) members shall hold the rank of full professor. The remaining two (2) (or fewer) members shall hold the rank of Associate Professor or higher. Members shall reflect the faculty ranks and programs within SNHP to the extent possible. Only tenured full or associate professors who do not hold positions as School Director or Direct Reports for whom faculty evaluation is a responsibility of that position may serve. The members shall not concurrently serve on the University Promotion and Tenure Committee or a program-level *ad hoc* evaluation committee. In the event there are inadequate numbers of eligible full or associate professors to populate the TTPAC, faculty of appropriate rank from other ASU Colleges or Schools will be asked to serve. See "Special Circumstances" section below.
- b. Functions:
 - i. Monitor the faculty review process to ensure fairness in all reviews conducted of faculty.
 - ii. Review and revise policies and procedures for the Tenure/Tenure Track Personnel Advisory Committee TTPAC.
 - iii. Following program level and Direct Report reviews, shall review and evaluate materials submitted by T/TT faculty members for continuing academic appointment, tenure, and promotion, for T/TT ranks and provide a written, summative evaluation of the candidate's body of work and recommendation to the Director. Faculty may not comment on their own applications and must leave the room during such discussion.
 - iv. Review and revise, as necessary, (1) tenured and tenure track

- criteria for rank and (2) the review process for candidates applying for promotion and/or tenure.
- v. Make recommendations to Academic Assembly for vote.
- c. TTPAC Authority to Make Recommendations:
- i. TTPAC members are eligible to make recommendations for appointment, probationary review, promotion and/or tenure for faculty members but only at the same or lesser rank as the committee member
 - ii. Special Circumstances: In the event that there is not a full complement of full professors to constitute the TTPAC to evaluate a candidate seeking promotion to full Professor, the following process will be implemented.
 - iii. A request will be made by the chair of TTPAC to the School Director to appoint full professors, from programs internal or external to the SNHP, so this *ad hoc* TTPAC committee will have three (3) 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 who then constitute the *ad hoc* TTPAC will conduct a promotion review and provide an evaluative summary of the candidate's body of work and recommendation to the Director.
 - iv. Term of Office: Each elected member shall serve a three-year (3) term and may not sit for re-election for successive terms. To the extent possible, the terms of office shall be staggered, with no more than two (2) members elected each year.
 - v. Procedure for making recommendations: All T/TT faculty members are reviewed by the TTPAC according to the respective criteria for rank.
- d. Program-level Reviews for all Probationary, Tenure, or Promotion Reviews for T/TT faculty.
- i. Probationary reviews for tenure-track assistant professors (third-year review, or as mandated by the university [e.g., conditional-contract review]) will be conducted by an *ad hoc* program-level evaluation committee. The appropriate associate director will inform all faculty, eligible to participate by rank and tenure, of the formation of the *ad hoc* evaluation committee with ample notice for committee members to review tenure eligible professors' portfolio.
 - ii. Unless otherwise unreasonable (e.g., leave of absence), the evaluation committee will include all tenured members of a program's faculty, excluding that program's associate director who serves as the direct report and faculty who are current members of the TTPAC. Members of the University Promotion and Tenure Committee may participate in the program-level *ad hoc* evaluation committee because they will not participate in assessment of the candidate's portfolio at the university level.

- iii. The program associate director will appoint one member of the evaluation committee to serve as chair. If fewer than three faculty members within a program are appropriately ranked and tenured, additional tenured faculty —bringing the entire committee to a total of three individuals—who hold the rank equal to or higher than that to what the probationary faculty aspires and who have experience and credentials that enable them to make informed judgments concerning the probationary faculty, will be asked to join the evaluation committee. Individuals asked to join the evaluation committee will be chosen by each program's associate director, in cooperation with the probationary faculty
- iv. The evaluation committee will have access to the entire file submitted by the candidate, any preceding reviews in the current process, and all external evaluators' letters when external evaluators are purposefully included by the university in the review process. In addition, the evaluation committee will carefully review all qualifications of probationary faculty, as included in their self-prepared portfolio. The committee will deliberate and summarize the probationary faculty's strengths and weaknesses and make a recommendation.
- v. The chair of the evaluation committee will draft a letter to the program's associate director to document the committee's recommendation regarding continuation, promotion, and/or tenure. In the event that the committee's recommendation is not unanimous, the letter will include both majority and minority views. Two letters – one with the majority view, one with the minority view – will not be permitted. Individual(s) who hold to the minority view may be asked to write sections of the draft letter so that the minority stance can be included in the letter appropriately and not be presented as inferior to the majority view. The evaluation committee's final letter will signed by all members and should not indicate which faculty members held to the majority view and which to the minority view, however the letter should clearly indicate the vote totals in favor and opposed.
- vi. The program associate director will have access to the entire file submitted by the candidate, any preceding reviews in the current process, and all external evaluators' letters when external evaluators are purposefully included by the university in the review process. The program associate director should independently assess the probationary faculty's qualifications and write a conclusive letter to the school director and TTPAC. The program associate directors' letter should include a summary of the program-level *ad hoc* evaluation committee's stance(s) and support or dispute the committee's conclusion, based on his/her assessment of the probationary faculty's fulfillment of the unit-established criteria.

4. Clinical/Lecturer Track Personnel Advisory Committee (CLPAC)

- a. Purpose: Make recommendations to the School Director concerning faculty status of all clinical and lecturer track faculty and, if hired into the School, Research faculty and Professors of Practice based on developed criteria for rank at initial appointment, continuation, and application for promotion.
- b. Structure: There will be 5 (five) elected members, all full-time faculty within the SNHP. A minimum of 3 (three) members will be tenured or tenure eligible within the School and 2 (two) of the members shall hold the rank of senior or principal lecturer or associate/full clinical professor. Members shall reflect the faculty ranks and programs within the SNHP to the extent possible. Members may not hold positions as Director, Associate Director or any other position in which evaluation of faculty members is a responsibility of the position. The members shall not concurrently serve on the University Promotion and Tenure Committee or a program-level *ad hoc* evaluation committee.
- c. Functions:
 - i. Monitor the faculty review process to ensure fairness in all reviews conducted of faculty.
 - ii. Review and revise policies and procedures for the Clinical/Lecturer Track Personnel Advisory Committee and, if hired into the School, Research faculty and Professors of Practice.
 - iii. Following program level and direct report reviews, shall review and evaluate materials submitted by Clinical/Lecturer/Research/Professor of Practice 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 Director.
 - iv. Review and manage revision, as necessary, of the Clinical Track Faculty Criteria for Rank, Lecturer Track Faculty Criteria for Rank, and, if needed, Criteria for Research Faculty and Professors of Practice, the review process for candidates and make recommendations to the Academic Assembly, as needed.
- d. CLPAC Authority to Make Recommendations:
 - i. A Clinical or Lecturer Track faculty member or, if hired into the School, research faculty or professor of practice, is eligible to make recommendations for appointment, promotion, and retention for a Clinical or Lecturer Track faculty member, research faculty or professor of practice at the same or lesser rank as the committee member.
 - ii. Term of Office: Each member shall serve a three (3) year term and may not sit for re-election to consecutive terms. The term of office shall be staggered with one new member being elected each year. To the extent possible, the terms of office shall be staggered, with no more than two (2) members elected each year.

Procedure for Making Recommendations: All C/LT faculty members

are reviewed by the CLPAC according to their respective criteria for rank.

- e. Program Level Reviews for all Probationary or Promotion Reviews for C/LT faculty:
 - i. The Direct Report (typically the Associate Director of the Nutrition or Health Promotion Faculty), in conjunction with the Candidate, will select three C/LT members of the appropriate rank from within the program, School, or University to form an ad hoc program level review committee. The aim is to select C/LT faculty who are most familiar with one or more aspects of the Candidate's performance or experts in similar domains of knowledge. The selection of the three C/LT faculty members needs to occur well before the scheduled review of the portfolio to facilitate scheduling of a review meeting.
 - ii. The Direct Report will notify the selected faculty of their appointment to the ad hoc program level review committee and will assign chair responsibilities to one of the three members. The Direct Report will oversee the scheduling of the ad hoc program level review committee meeting and provision of the Candidate's portfolio documents to the Chair of the ad hoc program level review committee.
 - iii. The Chair of the ad hoc program level review committee will be responsible for scheduling a meeting and ensuring that all members have sufficient access to the portfolio documents. The meeting will be convened and the assessment written prior to the Direct Report's evaluation of the Candidate's portfolio.
 - iv. The program level review will provide an initial in-depth appraisal of the Candidate's portfolio. Guided by the criteria for rank, the program level review committee will provide a written assessment to the Candidate's Direct Report including a recommendation regarding continuation or promotion. This recommendation need not be a unanimous decision of the program level review committee members, but should articulate diverse conclusions if needed.

5. Student Standards Committee

- a. Purpose: Review and revise, as needed, standards of admission, progression, retention, and graduation and/or course completion in accordance with established School and university standards.
- b. Functions:
 - i. Propose and implement policies and standards for admission, retention, graduation and course completion in the graduate and undergraduate programs in accordance with standards established by the SNHP and the University.

- ii. Coordinate the School policies and standards with the appropriate University policies and standards.
 - iii. Provide a forum for students to petition aspects of their academic studies requesting exceptions to established policies of the college and university.
 - iv. Make recommendations to the Academic Assembly regarding proposed changes in policies and standards.
 - v. Communicate changes in SNHP and University policies and standards to the faculty, students, and academic advisors.
- c. Membership: The committee shall be composed of four elected faculty, at least half of whom are tenured or tenure eligible to the School, that reflect the academic programs of SNHP to the extent possible and ex-officio members. Elected faculty members have voice and vote. Ex-officio members include the Director of SNHP and the SNHP Director of Academic Affairs. Ex-officio members have voice only.
- d. Term of Office: Each elected faculty member shall serve one three (3) year term and may sit for reelection to successive three (3) year terms.

6. Academic Grievance Committee

- a. Purpose: To provide a mechanism for resolutions of student grievances related to matters within the purview of the SNHP.
- b. Functions: Implement the informal and formal grievance processes, based on the SNHP Academic Grievance Policy and Procedures, as approved by the Academic Assembly.
- c. Membership: The Academic Grievance Committee shall be composed of four (4) faculty members, at least half of whom are tenured or tenure eligible to the School.
 - i. Appointed faculty members of the committee will be representative of the programs within the School to the extent possible. In the event that a student from any of the programs files a grievance, the program specific Associate Director will appoint the faculty members for the committee.
 - ii. Faculty members shall have been on the faculty for a minimum of two years prior to serving on the Academic Grievance Committee.
 - iii. 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 Director in consultation with the Chair of the Academic Grievance Committee.

- d. Chair: A Chair will be selected from amongst the faculty committee members when the Academic Grievance committee is formed.
 - i. Review of Academic Grievance Policy and Procedures: Every three years the Chair of the Academic Assembly shall nominate three faculty members to an ad hoc committee to review the Grievance Policy and Procedures

E. Ad Hoc Committees

1. Purpose: Ad Hoc Committees are committees of the Academic Assembly charged with work in service of the college in matters of Faculty Searches and Faculty Evaluation Processes. Ad Hoc Committees have workloads that are more variable and of shorter duration and do not require the frequency of scheduled meetings of Standing Committees.
2. Membership: Members are appointed by the School Director and/or Associate Director(s) of Nutrition and Health Promotion Faculties as appropriate to each committee.
3. Faculty Search Committees
 - a. Purpose: Provide a mechanism for ensuring equitable recruitment and appointment of highly qualified faculty who promote attainment of SNHP goals and program objectives.
 - b. Functions:
 - i. Develop and assist with publicizing position announcement(s) for the successful recruitment of candidates
 - ii. With assistance from administrative support staff, coordinate all aspects of the recruitment process in keeping with university policy and procedures described at asu.edu/provost/recruitment/faculty/index.html which also contains the new recruitment handbook from the Office of Diversity (formerly EE/AA Office).
 - iii. Coordinate the interview process for all invited candidates
 - iv. Forward hiring recommendations to the Director/Associate Director as appropriate. This function involves the review of applications for consistency with advertised criteria for the positions and submission to Affirmative Action for approval to interview. One member shall be certified the Affirmative Action Monitor.
 - c. Chair: To be named by the Director/Associate Director as appropriate. When possible, the Chairperson shall have served on a faculty search committee prior to selection as Chair.
 - d. Membership: Members shall be appointed by the the Associate Director of the Faculty for whom the hiring is being conducted and the School Director. Members shall, to the extent possible, be from the academic

program into which the recruited faculty member will join (e.g. Kinesiology faculty will be selected for search committees for a Kinesiology recruitment).

- e. Term of Office: Each appointed member shall serve until the specified search(es) assigned to that ad hoc committee has/have been completed.

4. Ad Hoc Faculty Evaluation Process Committee

- a. Purpose: Review the annual faculty evaluation process and provide a procedure for appeal of faculty evaluations as outlined in ACD 506-10.
- b. Functions: Under the guidance of the School Director and in accordance with University policies, develop evaluation processes for faculty. It is the right of each program within the SNHP to develop proposed program level procedures for annual faculty evaluation. Proposed revisions of the annual performance evaluation form must be submitted to the Academic Assembly for a vote; the outcome will be communicated to the School Director for his/her consideration. All program level procedures for annual faculty evaluation must be approved by the School Director.
- c. Membership: The Committee shall be composed of four faculty, at least half of whom are tenured or tenure eligible to the School, with representation from the different disciplines, representative of rank, to the extent possible.
- d. Term of Office: The term of office for members shall be three years, elected by Academic Assembly.
- e. Chair: Chair is elected by the members and serves for one year.

ARTICLE VII: UNIVERSITY FACULTY SENATORS

- A. The SNHP is represented on the University Faculty Senate at the Downtown Phoenix campus as determined by the university rules governing membership.
- B. 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.
- C. The election of senator(s) for the following academic year will be completed and reported to the University Senate Office by May 15 of the current year.

ARTICLE VIII. 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. Bylaws can be amended as needed. At the request of the School Director or members of the Academic Assembly, the Chair of the Academic Assembly shall form an ad hoc bylaws committee populated by four (4) faculty members, at least half of whom are tenured or tenure eligible to the School, who were nominated through the Academic Assembly.
- C. Any member of the Academic Assembly may propose an amendment to the 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. The ballot may be pen/paper or electronic but must be the same for all voters. 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 Director for approval.
- G. Amendments shall become operative when approved by the Director and the Provost. In the event that the Director does not approve an amendment, a conference with the Director and the Chair of the Academic Assembly shall be arranged to reconcile differences on the amendment.

After 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 shall call a special meeting of the assembly and invite the Director to discuss the reasons for rejecting the amendment.

Constitution and Bylaws

Approved by the SNHP Assembly:

Approved by the Provost