ARIZONA STATE UNIVERSITY BYLAWS OF THE DEPARTMENT OF BIOMEDICAL INFORMATICS

I. Preamble

These Bylaws provide the organization and procedures of the Department of Biomedical Informatics at Arizona State University. If any policy or procedure in these bylaws should be found to conflict with policies or procedures of the College of Health Solutions, Arizona State University or the Arizona Board of Regents, the policies and procedures of the latter three, in the specified order, shall take precedence.

II. The Faculty Assembly

A. *Faculty Governance* This document creates the Faculty Assembly of the Department of Biomedical Informatics. The Faculty Assembly establishes and maintains curriculum and standards for the academic programs of the department, elects representatives to advise the Chair of the Department on faculty recruitment and hiring, retention, promotion, salary matters, and staff and strategic planning. The Faculty Assembly elects representatives to committees and to the University Faculty Senate.

B. *Membership* The Faculty Assembly includes as voting members (1) all faculty members of the Biomedical Informatics Department at the rank of Assistant, Associate, or Full Professor in a paid tenured or tenure-track position, and (2) all paid clinical faculty at the rank of Assistant, Associate, or Full Clinical Professor. For voting tally purposes, voting representation will be prorated by percent of full-time equivalent in the Department of Biomedical Informatics. The Faculty Assembly also includes as non-voting members research faculty, faculty associates, full-time teaching faculty at the rank of Lecturer or Senior Lecturer affiliated faculty, visiting faculty, and up to four Biomedical Informatics students.

C. *Presiding Officer*: The presiding officer of the Faculty Assembly is the Chair of Department of Biomedical Informatics or his/her designee.

III. Meetings of the Faculty Assembly

A. *Number* The Chair calls meetings of the Faculty Assembly at least twice in the Fall Semester and at least twice in the Spring Semester. The Chair will also call a meeting if requested by two or more voting members of the Faculty Assembly.

B. *Agenda* The Chair publishes the agenda electronically at least two days prior to a meeting. Any member of the Faculty Assembly or Standing Committee may request an item to be placed on the agenda. The Chair must call for items at least one day prior to publication of the agenda. The items on the agenda need to be categorized as (a) voting (b) nonvoting.

C. *Quorum* Fifty percent of the attending members of the voting members of the Faculty Assembly not on full leave or on sabbatical, adjusted by percent full-time for each individual, constitute a quorum.

D. *Voting Procedures*
   1. Only items indicated as voting items in the published *Agenda* can be voted on.

2. Recommendations received from a Faculty Assembly Committee that require action by the Assembly have the status of a main motion and do not require a second.
3. Any method of voting may be used at the discretion of the presiding officer (designated by the Chair of the Department of Biomedical Informatics). However, at the request of any member, a vote by secret ballot shall be ordered.
4. The Faculty Assembly at a duly convened meeting may approve voting by e-mail on specific motions.
5. Proxy votes and absentee votes will not be permitted.
6. A majority (at least 50% plus 1) of attending voting members in a meeting will count as passing majority unless stated otherwise.

E. *New Business* New Business to be discussed at a meeting of the Faculty Assembly must be described on the *Agenda* distributed to the Faculty Assembly at least two days prior to a meeting. Other new business will be considered if there remains time after the discussion of agenda items.

F. *Consent Items* Committee recommendations that are judged by the members to be non-controversial may be designated as "consent items." Unless a Faculty Assembly member objects within seven days after the distribution of a recommendation so labeled, the matter will be considered adopted by the Faculty Assembly without further discussion or action. If an objection is raised by a voting member of the Faculty Assembly in writing to the Chair within this period and prior to the beginning of the next meeting, the item will be scheduled for full discussion at the next Faculty Assembly meeting.

G. *Executive Session* The voting members of the Faculty Assembly and its committees may call for a closed "executive session" of the faculty for matters such as appointments, personnel issues, and issues involving student privacy. The composition of the closed executive session is decided by the executive committee.

H. *Minutes* Draft minutes of the meetings of the Faculty Assembly shall be published by the Chair prior to the next meeting and approved as the first order of business at that meeting.

I. *Rules of Order* Meetings of the Faculty Assembly operate under the most recent edition of Robert's Rules of Order, unless otherwise stated in these Bylaws.

IV. **Committees**

The Faculty Assembly has standing committees as enumerated below and may create other committees as needed. Each committee develops and maintains a Faculty Assembly-approved charter and a set of policies and procedures with regards to its designated roles. Standing committee reports are provided by the Chairs of the respective committees at each Faculty Assembly meeting. Members of all committees except the Executive Committee are elected by the faculty members subject to the approval of the Department Chair. Chairs of all committees except the academic committee are elected by the committee members subject to the approval of the Department Chair. The Chair of the academic committee is appointed by the Chair of the Department of Biomedical Informatics. Members of committees shall serve staggered two-year terms. Committee members may be reappointed for consecutive terms. The members of the committees and Chairs can be removed by the Chair of Biomedical Informatics. Unless otherwise stated, all committee members will be chosen from the Faculty Assembly.

A. *Executive committee* The Department may, at the Chair's discretion, establish an Executive Committee comprising Committee Chairs of the Personnel Committee,

Academic Committee, and Admissions Committee. The Executive Committee solicits information from the Faculty Assembly and advises the Chair regarding strategy, staff, salary policy, and other critical policy issues raised by the Chair, and communicates faculty concerns to the Chair. The Executive Committee oversees and ensures compliance of the ByLaws of the Department of Biomedical Informatics. In lieu of an Executive Committee, the above issues will be addressed by the Personnel Committee (see Section IV.B).

B. *Personnel Committee (Retention, Promotion & Tenure)* The Department convenes a Personnel Committee. The personnel committee recommends written policies and procedures regarding the criteria and processes for retention, promotion, tenure and merit evaluation. These policies and procedures must be approved by the voting members of the Faculty Assembly and subsequently by the Department Chair, the Dean, and the Executive Vice President and Provost of the University. The Personnel Committee solicits information from the Faculty Assembly and advises the Chair regarding retention, promotion, tenure, merit evaluation, and other related critical issues raised by the Chair, and communicates faculty concerns to the Chair. In matters of individual tenure and promotion, the Personnel Committee conducts its own deliberate, thoughtful and critical review of the candidate, authors a letter of evaluation, and submits that letter with signatures of all members to the Chair for inclusion in the portfolio that moves forward. The personnel committee also has a similar role in probationary reviews of tenure-eligible faculty. Members of the Personnel Committee must be full-time tenured faculty members. Tenured faculty from Arizona State University who are not members of the Faculty Assembly may be appointed to the personnel committee with the approval of the voting members of the Faculty Assembly. The committee consists of at least three and not more than six members.

C. *Faculty Recruiting Committee* The Faculty Recruiting Committee provides advice to the Chair of the Department of Biomedical Informatics on recruitment of new faculty including tenure track/tenured faculty and clinical faculty. The Faculty Recruiting Committee, prior to recruitment, solicits information from the Faculty Assembly and advises the Chair regarding its recommendations for hiring priorities, hiring advertisements, and criteria for identifying and selecting candidates for appointments to the faculty. The Chair makes the final determinations of hiring priorities after consultation with and approval by the Dean. The Faculty Recruiting Committee, after interviewing candidates, solicits recommendations from the Faculty Assembly on hiring faculty. Other members of the Faculty Assembly may participate in interviewing candidates for faculty positions and in the deliberations of the faculty on appointment matters. The Faculty Recruiting Committee consists of at least three and not more than six members. The Faculty Recruiting Committee makes its recommendations to the Department Chair.

D. *Academic Committee* The Department convenes an Academic Committee. The Academic Committee solicits information from the Faculty Assembly and advises the Chair on curriculum contents and procedures, admissions standards and graduation requirements of all department's degree and certificate programs. The Academic Committee is specifically responsible for the maintenance of the Requirements and Procedures Document for each degree and certificate program. At least three and not more than six other voting members of the Faculty Assembly serve on the academic committee.

Students may be appointed as ex officio members of the Academic Committee at the discretion of the Committee. These students must be at least second year students.

E. *Admissions Committee*. The Department convenes an Admissions Committee. The committee reviews student applications, and recommends admission or denial for each applicant with a complete application file. In doing so, it endeavors to match as closely as possible the standards and goals provided. The committee consists of at least three and not more than six tenure-track or tenured faculty members.

F. *Ad-hoc Committees*
   1. <u>Creation and Membership</u> The Chair or a passing majority of the Faculty Assembly may establish other ad hoc committees. Except when the Faculty Assembly resolves otherwise, the Chair determines the charge and membership of these committees, appoints the members, and designates the chair or co-chairs. Notwithstanding this, the Chair of the department shall not remove any matter from the purview of a standing committee without the consent of that committee or a majority of the Faculty Assembly.
   2. <u>Voting Rights of Members of Ad-hoc Committees</u>
      i. *Members of the Faculty Assembly* Committee members who are voting members of the Faculty Assembly vote on all matters. Except as indicated in (ii) below, no other person, Faculty Assembly member or otherwise, has the right to vote.
      ii. *Other Members* The Faculty Assembly may extend the franchise to other members of these committees, either generally or as to specific subjects within each committee's jurisdiction. The Chair may also appoint other non-voting members to these committees.

V. Statements of Policies

The faculty may establish and maintain Statements of Student Policies and Faculty Policies. Such policies may be created, amended, or repealed only by a majority vote at a duly convened meeting of the voting members of the Faculty Assembly. Requirements and Procedures documents for each of the degree programs fall into this category.

VI. Amendments to the Bylaws

These Bylaws may only be amended or repealed by a passing majority of the faculty attending a duly convened meeting of the Faculty Assembly.