

## **The College of Public Programs Bylaws**

### **PREAMBLE**

The Faculty of the College of Public Programs does hereby form itself as an organization under the regulations of Arizona State University by the authority granted by the Board of Regents on July 1, 1979, in establishing the College of Public Programs.

This document and all others pertaining to conduct of the business of the College are in according with and secondary to policies formulated by the Arizona State University and the Board of Regents, and no desire to supersede Arizona State University or Board or Regents documents is intended at any time.

### **ARTICLE ONE: THE COLLEGE ASSEMBLY**

The primary governing unit of the College of Public Programs shall be the College Academic Assembly. Its members participate in and share the responsibilities and obligations of governance of the College of Public Programs and the University as provided for by the Arizona Board of Regents. In discharging its responsibility, the Assembly shall be a collective voice for its members and be empowered to recommend on all matters of educational policy, faculty grievance, faculty personnel, budgetary affairs, College support services, and all other matters affecting the role of the faculty 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 the administration.

The Assembly shall meet at least once each semester, and at other times as it may be called into session by the Dean of the College, the College Faculty Senators, the President of the University, or the Provost of the University; or at the request, in writing, addressed to the Dean of the College, of ten voting members of the Assembly.

Proposals adopted by the Assembly are considered to be recommendations to the Dean of the College and become effective upon approval of the Dean.

### **ARTICLE TWO: MEMBERSHIP**

The College Academic Assembly shall include all full time, regularly appointed employees of the Arizona Board of Regents in teaching, research, or service whose Notice of Appointment is within one academic unit within the College of Public Programs as lecturer, senior lecturer, instructor, assistant professor, associate professor, professor, clinical faculty, professor of practice, research faculty, or persons who are otherwise designated as faculty members on the Notice of Appointment (ACD, Policy 505-02), and academic professionals with continuing appointments.

### **ARTICLE THREE: OFFICERS AND AGENDA**

The Dean of the College shall establish an agenda for, schedule, and preside over the meetings of the Assembly. The Office of the Dean shall be responsible for notifying Directors of each unit of the College and College Faculty in advance of each meeting of the Assembly; for keeping and disseminating the minutes of each meeting; and for such other duties which the Assembly shall, through proper and due process, assign. Written proposals, signed by five or more members of the Assembly, must be placed upon the agenda for action at the earliest possible meeting after their receipt by the Dean.

#### **ARTICLE FOUR: CONDUCT OF MEETINGS**

Twenty-five percent of the members of the Assembly shall constitute a quorum for the conduct of business.

A majority of those present and voting at regular and special sessions of the Assembly shall be sufficient for the adoption of all measures within the jurisdiction of the Assembly, except as other provisions of the bylaws may provide.

If a quorum is not present and one third of the voting members present request it, a mail ballot will be submitted to all eligible voting members of the Assembly. The motion to reconsider shall not be applicable to a mail ballot.

Items of new business shall be placed on the agenda of the next meeting. However, if a quorum is present, new items can be discussed and acted upon with the approval of at least two-thirds of those in attendance at the meeting.

#### **ARTICLE FIVE: RIGHTS AND PRIVILEGES**

The Assembly shall possess all rights, privileges, and prerogatives conferred upon it by the Board of Regents, the University Administration, and the Academic Faculty Constitution and Bylaws of Arizona State University. Specifically, subject to the appropriate institutional reviews and approvals, the Assembly shall have the authority to

Propose and/or recommend on matters falling within the purview of the College regarding education, curriculum, or personnel policies. To promote and administer such policies through the enactment of rules, regulations, and Bylaws.

Formulate Bylaws detailing the governance of the College.

Receive and act upon reports of its committees.

#### **ARTICLE SIX: NATURE AND FUNCTION OF UNITS OF THE COLLEGE**

The College of Public Programs is divided into research and service units recognized by the Arizona Board of Regents as being under the auspices of the College of Public Programs.

Each academic unit shall develop its own operating Bylaws, in accordance with provisions of this document, the University Academic Affairs Manual, and such other rules and regulations as may be set forth by the Assembly, University administrative or legislative bodies, Board of Regents, or other authorized sources.

Each unit shall be administered by a Director as selected and appointed as specified in the University Academic Affairs Manual. The Director is the chief administrator of the unit and should preside over and give leadership to the faculty as a unit acting in concert for the welfare of the members, the students, the unit, the College, and the University.

#### **ARTICLE SEVEN: RESPONSIBILITIES AND RIGHTS OF THE FACULTY**

Faculty members have rights and responsibilities as outlined in the Academic Affairs Manual, commonly referred to as the ACD Manual.

## **ARTICLE EIGHT: AMENDMENT OF THE BYLAWS**

Proposals for the amendment of the Bylaws must be sent to the members of the Assembly at least ten working days prior to the date on which action is to be taken upon them.

Amendments to the Bylaws require a two-thirds majority of those present and voting, provided a quorum is present.

## **ARTICLE NINE: COMMITTEES**

The committees of the College of Public Programs shall be those established by these Bylaws, plus such other committees as the Assembly may see fit from time to time to create. Duties of the committees are defined below, but are not limited to those definitions. Additional tasks as assigned by the Dean of the College may also be undertaken.

The College Executive Council is comprised of the Director of each academic and Center/Institute unit, the Associate and Assistant Dean(s), the Dean, and other persons appointed by the Dean. The Dean chairs this group. Its major responsibility is to advise the Dean on matters of concern to the College. The Executive Council should meet regularly throughout the fiscal year.

Elected committees include the College Personnel Committee, the Academic and Student Affairs Committee, and other committees as designated by the Dean, with the concurrence of the Assembly.

Procedure for the election of members to the College Personnel and Academic and Student Affairs Committees:

Faculty members of each School of the College of Public Programs shall elect, by whatever means the faculty of that unit shall decide, one member from among its number to each committee. Those names shall be forwarded to the Dean, who will select one member from each unit in a manner to insure that the membership of the committee shall reflect, insofar as possible, an equitable cross-section of the College faculty.

In the case of the College Personnel Committee, all names forwarded to the Dean shall be of tenured Associate Professors or Professors, preferably the latter. In the case of College Personnel Committee reviews for promotion to full professor, academic units will elect members of the committee for those reviews who are full professors.

Elected members for standing committees will serve two-year terms and the terms will be staggered to insure continuity from one year to the next, whenever possible.

In the case of the Academic and Student Affairs Committee, The college associate dean and the assistant dean for Student Affairs serve as non-voting, ex-officio members of the committee.

The responsibility of the College Personnel Committee is to review and recommend to the Dean approval or disapproval of sabbatical leaves; promotion, continuing appointment and tenure cases; evaluations of probationary tenure-track faculty; and renewal of multi-year appointments and/or promotion of non-tenure eligible clinical faculty, lectures, professors of practice, research faculty and academic professionals.

The Academic and Student Affairs Committee is charged with reviewing undergraduate and graduate student grievance cases after they have been reviewed by the appropriate School committee and director. The committee reviews cases related to issues such as grade grievance, academic integrity, and dismissal from program and making a recommendation to the dean of the COPP. The dean's decision is the final step of the student grievance process and cannot be appealed.

Committees shall select one person from among their number to serve as Chair. Selection shall be made by whatever means each committee shall determine for itself. No committee members shall sit as a member of the committee in consideration of any matter in which the member may be involved in a conflict of interest situation, academic or personal. In such instances, the Dean may appoint a representative of such academic unit to sit as a member of that committee in lieu of the regular member for consideration of that matter only.

No member holding an administrative appointment shall serve as a voting member in any standing committee.

Meetings shall be scheduled as needed to accomplish the business of the committee, but no less than once each semester of the academic year.

For purposes of a quorum to conduct the business of the committee, no less than a simple majority of its members shall be present at any meeting where decisions are made.

Adopted by the College Academic Assembly April 5, 2002.

Revised by the College Academic Assembly December 9, 2005.

Revised by the College Academic Assembly April 26, 2011.

Revised by the College Academic Assembly February 7, 2012.