

**Bylaws of the Faculty of  
Arizona State University's Mary Lou Fulton Teachers College**

**Final Version Approved April 30, 2015**

**I. GENERAL**

**I-A. PREAMBLE**

The faculty of Arizona State University's Mary Lou Fulton Teachers College (MLFTC; hereafter referred to as the College) through these Bylaws provides the organization and procedures by which and through which it functions, within the range of its authority and responsibility, as prescribed by state law, the Conditions of Faculty Services established by the Arizona Board of Regents, and the ASU Academic Affairs Manual (ACD). The reference for ACD is <http://www.asu.edu/aad/manuals/acd/>. In general, these bylaws reflect the College's commitment to shared governance.

**I-B. MEMBERSHIP**

According to ACD 505-02, College faculty includes all employees of the Arizona Board of Regents involved in teaching, research, or service; that is those who are appointed as assistant professor, associate professor, or professor (referred to as tenure-eligible or tenured faculty); lecturer, senior lecturer, principal lecturer; instructor, clinical assistant professor, clinical associate professor, clinical professor; and visiting professor, research professor, adjunct professor, professor of practice, faculty associate, or other such titles as may be designated by the university (also referred to as non-tenure eligible faculty).

**I-C. RESPONSIBILITIES AND AUTHORITY OF THE FACULTY**

The faculty of the College expects its members to pursue goals in scholarship, teaching, and service in alignment with the Standards of Academe and their appointment. Scholarship, teaching, and service are integral and necessary parts of the College's and university's mission and purpose. All members of the faculty share in the responsibility for the College's and university's success.

Responsibilities of non-tenure eligible faculty members are summarized in their annual workload distribution document, which often include directing or participating in specialized university functions. Non-tenure eligible faculty members are expected to meet the expectations of teaching, scholarship, or service specified for their appointment. Therefore, the quantity of teaching, scholarship, or service may vary according to individual annual workload distribution.

In general, the faculty is responsible for recommending curricular decisions related to the quality of the instructional programs to the dean. The dean, with the advice of associate and/or assistant deans, the division directors, and faculty, maintains final responsibility for the management of College programs.

**I-C-1. Faculty members with voting privileges.** Faculty members of the College with all privileges and voting rights as outlined below are those who are appointed as assistant professor, associate professor, or professor (referred to as tenure-eligible or tenured faculty); lecturer, senior lecturer, principal lecturer; instructor, clinical assistant professor, clinical associate professor, and clinical professor (also referred to as non-tenure eligible). Visiting professors, research professors, professors of practice, and faculty associates do not have such voting rights.

## **I-C-2. Rights and Duties of Faculty Members**

**I-C-2a. Scholarship.** Each tenure-track faculty member is responsible for developing and augmenting his/her scholarly competence. This includes conducting academic research or other creative activity and disseminating the results of this research. The quality of performance in this area will be considered in decisions relating to compensation, promotion and tenure, and retention. The academic freedom, as described in ACD 201, to pursue particular research or creative activity is the right of the faculty member.

**I-C-2b. Teaching and Service Assignments.** Faculty members have the responsibilities to carry out effective teaching and service duties and assignments, including committee assignments, student mentoring, and other collegial activities. The quality of performance in these areas will be considered in decisions relating to compensation, promotion and tenure, and retention. Faculty members have academic freedom, as described in ACD 201, when teaching courses subject to the course description contained in the catalog. In approved professional or state certificate programs, the course syllabi are developed by responsible faculty and core elements (objectives, alignment with external standards, and assessments that are part of related data reports) must remain as elements of the course.

**I-C-2c. Governance Functions.** Consistent with shared governance, faculty members have the right and responsibility to participate in the operation of their division and college. In addition to voting for representatives on elected committees, these rights of participation include, but are not limited to: contributing information to the performance evaluations of the dean, directors, and other administrators as specified by ACD 111-03; recommending approval and modification of the College Standards of Academe and Bylaws; recommending approval of promotion, tenure, probationary and annual review procedures; development of course requirements for both the undergraduate and graduate programs; participation in the recruitment of new faculty and administrators; providing advice on and assisting with recruiting priorities; and development of degree programs.

**I-C-2d. Annual Performance Evaluation.** Each faculty member will be responsible for preparing a portfolio that meets the requirements for the annual performance evaluation in accordance with the principles, standards, and procedures detailed in the Standards of Academe and relevant Arizona Board of Regents and university policies. The portfolio addressing his or her annual performance is prepared in relation to the approved goals of the previous year and the Standards of Academe.

**I-C-2e. Annual Goals.** Each tenure-track and tenured faculty member must submit for approval to his or her division director annual goals for the coming year pertaining to

scholarship, teaching, and service. Each non-tenure eligible faculty member must submit annual goals consistent with the terms of the individual's annual workload distribution. In the event a disagreement arises between the director and faculty member about the appropriateness of the goals, the division director makes the final decision.

**I-C-2f. Probationary Reviews.** Faculty members are responsible for preparing materials for probationary reviews according to the guidelines established by the Office of the University Provost and submitting those materials using the established university due dates provided in the annual schedule of personnel actions. Consult the college's Standards of Academe for additional details as well as the provost's website, [https://provost.asu.edu/index.php?q=promotion\\_tenure/probationary](https://provost.asu.edu/index.php?q=promotion_tenure/probationary) and other relevant material from the provost's website.

**I-C-2g. Promotion and Tenure Reviews.** Faculty members are responsible for preparing promotion and tenure materials according to the guidelines established by the Office of the University Provost and submitting those materials using the established university due dates provided in the annual schedule of personnel actions. Consult the college's Standards of Academe for additional details as well as the provost's website, [https://provost.asu.edu/promotion\\_tenure/guidelines\\_pt\\_college](https://provost.asu.edu/promotion_tenure/guidelines_pt_college) and other relevant material from the provost's website.

**I-C-2h. Appeals and grievances.** Faculty members have the right to grieve, without prejudice or retaliation, the outcome of personnel actions under the provisions of ACD 509-01 and ACD 509-02. However, only those circumstances listed as grievable by policy can be grieved. If a faculty member wishes to appeal a grievable decision, he or she should first attempt to resolve the matter with the division director either directly or through a university ombudsperson (ACD 509-01) using the process provided for in P19 (<https://provost.asu.edu/policies/procedures/p19.html>), unless resolution is not appropriate for that decision as described in ACD 509-01. The appeal process for annual performance reviews is found in ACD 506-10.

## **I-D. RESPONSIBILITIES AND AUTHORITY OF THE DEAN**

The dean has primary administrative responsibilities for the faculty of the College. The dean is appointed by the University Provost of ASU in accordance with university policy. The dean serves at the discretion of the provost and performs such duties as the provost or her/his designee may assign. The dean has the overall responsibility for the operation of the college, including recruitment and development of personnel, budget, and academic divisions. The dean is the official representative and spokesperson for the College to the university administration and the external community.

**I-D-1. Teaching Assignments.** The dean will assure that division directors facilitate production of course schedules that match course offerings to faculty members based on student and program needs, each members' qualifications, scholarly records, areas of interest, faculty member preferences, and regardless of faculty members' division appointments.

**I-D-2. Service Appointments.** The dean or the dean's delegate recommends faculty members for campus or university committee assignments or community service, and ensures that service appointments are equitably available to faculty members in the College. The dean will consult with division directors and faculty members and take into consideration the faculty members' annual workload distribution in service, teaching, and scholarship in making such assignments.

**I-D-3. Salary Allocations.** The dean has overall responsibility to determine, approve, and perform any changes in salaries, as stated in ACD, and to insure comparability of salaries across appointments. Any merit component of salary adjustments should be in accordance with the College's Standards of Academe and university guidelines; where the Standards of Academe conflict with university guidelines, the latter control decisions. Individuals on sabbatical leave are allowed to participate in the college's merit review system (ACD 705).

**I-D-4. Resource Allocation and Budget Oversight.** The dean has responsibility to allocate all resources, including, but not limited to secretarial assistance, computer equipment, facilities, travel, telephone, photocopying, and teaching/research assistants. The dean has responsibility to oversee department budget management activities conducted by division directors.

**I-D-5. Performance Evaluation.** The dean has the responsibility for initiating biennial or quadrennial evaluations as required of the division directors and other college administrators. As part of this review, the dean must solicit faculty input consistent with ACD 111-03 guidelines, which state "Every other year, faculty and academic professional input will be requested for chairs and directors and at least every four years for deans/university librarian. Where appropriate in alternate years, academic unit chairs and deans might request input into a performance evaluation of individuals filling such mid-management positions as associate/assistant deans or chairs and program or center directors."

**I-D-6. Administrative Functions.** The dean has overall responsibility for administrative and managerial functions, including oversight of those functions delegated to division directors. In addition to required faculty meetings, other college faculty meetings can be called at the discretion of the dean. Faculty members must be notified in writing at least two weeks prior to any faculty meeting, except those for informational purposes only or in extreme cases when meetings must be called on shorter notice. Minutes from faculty meetings and committee meetings should be distributed in a timely manner. Current and archived minutes should be posted in a convenient location.

The dean has the authority to make decisions affecting the execution of College Bylaws. However, the dean will establish such policies in consultation with division directors, the standing committee on governance and policy, and the faculty.

## **I-E. RESPONSIBILITIES AND AUTHORITY OF THE DIVISION DIRECTOR**

**I-E-1. Title.** The title of division director is given to a tenured faculty member who is assigned leadership and administrative responsibilities for an academic division. A division director is appointed by the provost on recommendation of the dean after a search involving division faculty and as specified in ACD 111-01. The search will culminate in a recommendation to the dean by

the search committee. The division director serves at the discretion of the dean and is charged with carrying out duties as assigned by the dean or her/his designate.

**I-E-2. Duties.** The division director will have primary responsibility for managing the division's daily operations, including, but not limited to budget matters, personnel review issues, student issues, course staffing and scheduling, and strategic planning. In consultation with appropriate faculty members, division directors have the overall responsibility to establish equitable teaching assignments of faculty members including, but not limited to course selection, number of courses, teaching times, and teaching assistance. Also, in consultation with appropriate faculty members, the director is responsible for overseeing the further development of the curriculum and departmental programs, including faculty recruitment. The division director also represents the department in its business with other campus and university units and with the external community. The division director should work with division faculty members to create a productive and collegial atmosphere that encourages collaboration, excellence, and faculty development.

**I-E-2a. Probationary, Promotion, Tenure, and Sabbatical Evaluation Review Procedures.** The division director will conduct her/his review of the candidate's portfolio and prepare a report that includes his/her assessment of the candidate's strengths and weaknesses in relation to the Standards of Academe that provides a recommendation for or against the personnel action in question along with the reasons for this recommendation. As specified in ACD 506-04 and ACD 506-05, the division director forwards his/her report to the College Personnel Evaluation Committee for Tenure-Eligible Faculty members.

**I-E-2b. Annual Review.** The division director will evaluate each faculty member's portfolio and assign ratings for each area under review and overall performance. In addition to assigning ratings, the division director will write a description of the faculty member's achievements in relation to the approved goals and the rationale for assignment of ratings.

## **II. VOTING MEMBERSHIP OF THE FACULTY**

Faculty members (as defined in these Bylaws in Section I-C-1) have the right to vote in matters consistent with their appointments, their job descriptions, and the guidelines for committee membership. This right includes areas identified here or elsewhere in the bylaws. Only tenured and tenure-eligible faculty can vote on matters related to scholarship including the scholarship sections of the Standards of Academe. Exceptions to this might include full-time faculty members who are on leaves of absence, including sabbatical leaves; those individuals do not vote while on leave. While others may be invited to attend faculty meetings and may be called upon to participate in these meetings, only faculty members will have voting rights.

## **III. MEETINGS OF THE COLLEGE**

The dean calls and conducts regular meetings of the faculty at least two times each fall and spring semester. The dean will announce meetings at least two weeks in advance of the meeting, or in extreme cases when meetings must be called on shorter notice. Faculty members are invited to submit additional items to the dean for placement on the agenda. The dean will

distribute the agenda at least 48 hours in advance of the meeting. The agendas for regular faculty meetings shall include reports from the leadership team and chairs of standing committees. Faculty members are expected to attend and participate in meetings. When voting by the faculty is necessary for the conduct of business and making a decision during the faculty meeting, a quorum needs to be present. A quorum for conducting business at a meeting is met when a majority (50% plus one) of the voting faculty is present. The dean will arrange to have minutes of the meeting taken. The minutes will minimally include the names of the faculty members present, any motions that were made and voted on, and a summary of all decisions made. The dean will approve the minutes for distribution. The faculty will, when necessary, amend the minutes at its next meeting prior to consideration of a motion for approval.

#### **IV. COMMITTEES**

Standing Committees of the College will take minutes including keeping records of their actions and disseminate minutes electronically to the faculty no later than two weeks after the committee meeting. Minutes to be disseminated would not include sensitive material (e.g., personnel decisions, decisions about specific students, etc.). Minutes must also be archived electronically for historical purposes. The committee chair should report recommendations, if any, and their rationales within the minutes, and bring any decisions and items needed for faculty deliberation and approval to regularly scheduled faculty meetings. Committee members who are elected to represent a specific division or other unit are responsible for relaying committee actions to their respective division director and faculty members.

Committee members are obligated to make good faith efforts to determine when they have a conflict of interest in matters coming before a committee on which they are members. Any faculty member with a conflict of interest must recuse herself or himself from the discussion and voting on the conflicted matter. Committee elections should be held prior to the end of the spring semester and the term of service will commence on August 15 and end on May 15. Terms of committee members shall be staggered to preserve continuity.

##### **IV-A. STANDING COMMITTEES OF THE COLLEGE**

The College has five standing committees: (a) Curriculum Review, (b) Governance and Policy, (c) Personnel Evaluation for Tenure Eligible Faculty, (d) Personnel Evaluation Committee for Non-Tenure Eligible Faculty, and (e) Student Issues.

Faculty members are limited to serving on one standing committee at any one time. Members of standing committees serve three-year terms. Faculty members with yearly appointments may serve on standing committees up to three-years or for the duration of their academic appointment. A faculty member cannot serve consecutive terms on the same college standing committee. A chair for each committee must be elected by the members of the committee at its first meeting of the academic year. The chair of a committee must be tenured.

Members of these standing committees will be elected by the voting membership of the College. Membership on each standing committee is staggered to ensure continuity from year-to-year as well as representation across the various faculty appointments as appropriate. The Governance

and Policy Committee will conduct elections. Division directors and those faculty members on sabbatical or on other leaves are not eligible to serve on any standing committee. Division directors and faculty members can attend standing committee meetings to present items for the committee's consideration. Attendance during deliberations and voting is reserved for standing committee members.

In the event of a standing committee vacancy with more than six months left in the term, whether due to resignation or unforeseen circumstances, the Governance and Policy Committee shall conduct an election for a replacement for the remainder of the term; at the conclusion of that term, the person so selected may or may not run for a full term. With less than six months left in the term of the committee member, the dean shall select a replacement from a list of faculty members who have been nominated for the position, including self-nominations, who will serve for the remainder of the term; at the conclusion of that term, the person so selected may or may not run for a full term.

Individuals on sabbatical leave must resign from all campus obligations, including committees at the College and university levels (ACD 705) during the term of the sabbatical. A replacement will be selected for the sabbatical term based on the provisions in these bylaws. However, faculty members currently on sabbatical or other leaves may stand for election to committees, if they can begin their service at the beginning of their elected term.

#### **IV-A-1. Curriculum Review Committee.**

The Curriculum Review Committee (CRC) consists of eight members; six of those eight members will be tenure-eligible faculty members and the remainder will be ex-officio members. The tenure-eligible faculty members shall be elected by the college: three from Division I and three from Division II. Members shall be elected for a three-year term. Terms shall be staggered to preserve continuity so that two members, one from each Division, rotate on and off the Committee at the beginning and end of each academic year, respectively. The two ex-officio members are: (a) one member appointed by the Maricopa Community College District and (b) the College's representative to the University Curriculum and Academic Programs Committee (CAPC).

All business of the CRC will be conducted during the academic year. The CRC will meet six times during the academic year, three times during the fall semester and three times during the spring semester. Meeting dates and times will be announced at the beginning of each academic year to facilitate curriculum planning and approval. When possible, CRC meeting dates will coincide with college faculty meetings. The Chair of the CRC may call additional meetings of the Committee when circumstances warrant.

**IV-A-1a. Approval functions of the CRC.** The CRC approves curriculum *and* course proposals generated within the College. Prior to consideration of *proposals for curricular change* by the CRC, proposals must be: (a) approved by the discipline and program faculty members; and (b) approved by a vote of faculty members in the Division offering the program. In making a determination, the committee considers the proposal's completeness and its fit with the mission of the college, division, program, and discipline. Annually, the CRC will establish

deadlines for curriculum proposal submissions that are consistent with university timelines. Recommendations of the CRC are sent to the proposer and College dean. Then, the dean or dean's designee assumes responsibility for communicating with other colleges as well as the next levels in the curriculum adoption process (e.g., submission to the ASU Senate Curriculum and Academic Programs Committee). A curricular proposal cannot go directly to the dean or to the Senate.

Prior to approval of new course proposals and modified course proposals by the CRC, those course proposals must have been (a) approved by the discipline and/or program faculty members and (b) approved by the respective division director. In making the determination, the committee considers whether such courses and syllabi meet program standards and are consistent with ACD and the ASU Senate Curriculum and Academic Programs Committee policies. The committee's recommendations must be forwarded to the College dean for approval no later than one week prior to curricular approval deadlines established by the provost of the university. All new and modified course proposals advanced to the university review process (e.g. Curriculum ChangeMaker or subsequent course approval tools) must first be approved by the CRC.

**IV-A-1b. Advisory functions of the CRC.** Representatives from College disciplines, programs, or divisions may bring course and program concept proposals to the CRC for preliminary review to obtain recommendations for development of a full proposal. In determining recommendations, the committee considers college, university, and CRC guidelines and timelines. The CRC reviews proposals from other academic units at ASU or other state universities whose possible implementation might affect college programs, and forwards recommendations from these reviews to the College dean.

**IV-A-2. Governance and Policy Committee.** The Governance and Policy Committee consists of five tenure-eligible faculty members elected at-large. Four of these members including the committee chair must be tenured.

This committee: (a) considers and evaluates the strategic mission of the College; (b) advises the dean on how the strategic mission might be accomplished; (c) reviews and recommends changes annually, if needed, to these Bylaws; (d) evaluates and recommends to the faculty changes, if needed, in the Standards of Academe; (e) establishes the College's annual schedule of personnel actions consistent with university timelines and sends it to faculty members by the end of the first week of classes during the fall semester; and (f) solicits nominations for elections to standing committees and oversees the process with assistance from the dean's office.

**IV-A-3. Personnel Evaluation Committee for Tenure-Eligible and Tenured Faculty.** The Personnel Evaluation Committee (PEC) consists of seven tenured faculty members elected at-large. Only tenured faculty members who are reviewed for annual performance by the committee are eligible to serve on it. Faculty members seeking either promotion or a sabbatical leave are not eligible to serve on the committee during the year of application for promotion or leave. When reviews are conducted, a faculty member must recuse himself or herself when his or her family members' materials are being reviewed.



**IV-A-3a. Promotion to Full Professor.** An ad hoc committee consisting of at least one full professor from the Personnel Evaluation Committee for Tenure-Eligible and Tenured Faculty, if there is one, and four other full professors appointed by the dean. All these individuals must have a tenured appointment within the College, and none can hold an administrative position. This committee evaluates candidates for promotion to the rank of professor and makes a final written recommendation to the dean.

**IV-A-3a(1). Procedures.** The dean or dean's designee will notify those full professors serving on the ad hoc committee to review materials of the faculty member seeking promotion to full professor. A time and date for the initial meeting of the committee will be established by the office of the dean. At the initial meeting of the committee, members will select a chair. The committee members will individually review all materials submitted by the candidate and collectively deliberate on the merits of the candidate's file. As specified in ACD 506-05, the committee's deliberations and its recommendation are informed by the division director's report. Finally, the committee will make a recommendation to the dean to support or not support the candidate's promotion to full professor. If there is a minority view, it must also be conveyed to the dean in the same recommendation. All participating faculty members must be noted on the recommendation, which is signed by the chair and submitted to the dean. When this review is conducted, a faculty member must recuse himself or herself when his or her spouse/partner's promotion materials are being reviewed.

**IV-A-3b. Duties.** The committee performs three duties in accord with the principles, standards, and procedures detailed in the Standards of Academe and relevant Arizona Board of Regents and university policies: (a) with the exception of promotion to full professor as stipulated above, it evaluates tenure-eligible and tenured faculty performance and makes its recommendation to the division directors regarding probationary reviews, promotion, tenure, and sabbatical leave; (b) it evaluates tenure-eligible and tenured faculty performance and makes its recommendations to the division directors regarding each faculty member's annual performance review; and (c) it proposes to the Governance and Policy Committee possible changes in the College governance documents that bear on its personnel evaluation charges and the academic award system.

**IV-A-3c. Procedures.** At the initial meeting of the PEC, the committee will review the SOA in order to ensure that there is uniform understanding of the SOA as they apply to the reviews and recommendations for which they are responsible. Deliberations and recommendations about faculty members must be held in strict confidence. Reviews must be carried out in accordance with the schedule of personnel actions.

**IV-A-3c(1). Probationary, Promotion, Tenure, and Sabbatical Evaluation Review Procedures.** The review of each candidate's portfolio will be made by the appropriate Personnel Evaluation Committee, which will prepare a written report that outlines the candidate's strengths and weaknesses in relation to the Standards of Academe and that also provides a recommendation for or against renewal, promotion, or tenure along with reasons for this recommendation. As specified in ACD 506-04 or 506-05, the committee makes an independent recommendation, which is informed by the division director's report, and submits its recommendation to the dean. If the committee's vote is not unanimous, the written report should

reflect these judgments and provide majority and minority opinions. The written report should be reviewed, discussed, and signed by the entire committee prior to sending it to the dean. The committee must also forward any minority reports on personnel decisions to the dean.

**IV-A-3c(2). Annual Performance Evaluation Procedures.** The committee will evaluate the portfolio and recommend ratings for each area under review (scholarship, teaching, and/or service) as appropriate to the terms of individual's annual workload agreements and overall performance. In addition to assigning ratings, the committee will write a description of the faculty member's achievements and provide a rationale for its recommendations. The chair of the committee will forward to the division director the reports of the committee. Copies of the recommendations made by the committee and the division director's decision are forwarded to the faculty member after the procedure is completed.

**IV-A-4. Personnel Evaluation Committee for Non-tenure Eligible Faculty.** The Personnel Evaluation Committee (PEC) for Non-tenure Eligible Faculty consists of seven elected faculty members, made up of three tenured faculty members and four non-tenure eligible faculty members who have been employed by the College full-time for at least two years. Faculty members seeking promotion are not eligible to serve on the committee during the year of application for promotion. For annual performance reviews, each committee member must recuse himself or herself when his or her portfolio or when his/her family members' materials are reviewed.

**IV-A-4a. Duties.** The committee performs three duties in accordance with the principles, standards, and procedures detailed in the Standards of Academe and relevant Arizona Board of Regents and university policies: (a) it evaluates non-tenure eligible faculty performance and makes its recommendation to the division directors regarding requests for promotion; (b) it evaluates non-tenure eligible faculty performance and makes its recommendations to the division directors regarding each faculty member's annual performance review; and (c) it proposes to the Governance and Policy Committee possible changes in the College governance documents that bear on its personnel evaluation charges and the academic award system.

**IV-A-4b. Procedures.** At the initial meeting of the PEC for Non-tenure Eligible Faculty, the committee will review the SOA in order to ensure that there is uniform understanding of the SOA as they apply to the reviews and recommendations for which they are responsible. Deliberations and recommendations about faculty members should be held in strict confidence. Reviews must be carried out in accordance with the schedule of personnel actions.

**IV-A-4b(1). Promotion Procedures.** The initial review of each candidate's portfolio will be made by the appropriate Personnel Evaluation Committee, which will prepare a written report that outlines the candidate's strengths and weaknesses in relation to the Standards of Academe and that also provides a recommendation for or against promotion along with reasons for this recommendation. If the committee's vote is not unanimous, the written report should reflect these judgments and provide majority and minority opinions. The written report should be reviewed, discussed, and signed by the entire committee prior to sending it to the dean. The committee must also forward any minority reports on personnel decisions to the dean.

**IV-A-4b(2). Annual Performance Evaluation Procedures.** The committee will evaluate the portfolio and assign ratings for each area under review (teaching, and/or service) as appropriate to the terms of individual's annual workload distribution and overall performance. In addition to recommending ratings, the committee will write a description of the faculty member's achievements and provide a rationale for assignment of the ratings. The chair of the committee will forward to the division director the reports of the committee. Copies of the recommendations by the committee and the division director's decision are forwarded to the faculty member after the procedure is completed.

#### **IV-A-5. Student Issues Committee.**

The Student Issues Committee consists of: (a) one tenured faculty representative and one tenure-eligible faculty representative from each division; (b) the assistant dean of clinical services; (c) the director of graduate services; (d) the director of undergraduate services; and (e) one student selected by the chair of the committee as per the recommendation of the committee as a whole.

**IV-A-5a. Duties.** Subject to relevant university policies, the Student Issues Committee addresses formal student appeals of decisions made by division directors. These may include: grade and plagiarism appeals and appeals regarding student status issues (e.g., program dismissals, student continuation issues, etc.). The committee is convened to serve as a hearing board. The committee forwards its recommendations to the dean. The Student Issues Committee meets at least once each semester in order to review, develop and make recommendations to the faculty, division directors, and dean regarding college policies and procedures affecting students, such as those relating to admissions, continuation, retention, or professional conduct.

#### **IV-B. AD HOC COMMITTEES**

The dean appoints ad hoc committees as needed by the College. Such committees include accreditation review committees, faculty search committees (subject to the provisions below), or committees needed for specific tasks. Depending on the committee's charge, the dean may appoint a committee chair or ask that the members elect the chair.

**IV-B-1. Search Committees.** Search committees consist of four tenure-eligible faculty members. All tenure-eligible faculty members of the College are eligible to serve on search committees. Consistent with the policies established in ACD 111-01, at least half of the members of each search committee shall be elected by tenure-eligible faculty members in the College in elections conducted by the Governance Committee. The remaining members of the search committee including its chair are appointed by the dean. Once a search is approved, the dean notifies the chair of the Governance Committee to solicit nominees and conduct elections for each search committee.

**IV-B-1a. Duties.** In consultation with the dean or his or her designee, it is the responsibility of the search committees to manage faculty searches (e.g., make determinations of job descriptions, advertise openings, receive and maintain applications, and prepare required university and campus reports). Having reviewed applications and supporting materials,

conducted interviews, checked references, and sought input from the faculty, search committee members should report on the final candidates' strengths and weaknesses to the dean, who is in turn responsible for communicating her/his recommendation to individuals at the next level in the appointment process.

**IV-B-1b. Procedures.** The faculty and the dean should collaborate to: (a) ensure that at least one member of the search committee is from the division and discipline area in which the vacancy is located; and (b) ensure that search committees follow all relevant Arizona Board of Regents, university policies, and the approved recruitment and hiring procedures issued by the vice provost for academic affairs.

## **V. PROCEDURES FOR AMENDING THE BYLAWS**

Annually, the Governance and Policy Committee shall request written suggestions from the faculty for revisions, additions, and deletions to these Bylaws. A draft containing the appropriate modifications will be prepared and reviewed by this committee. Then the draft will be circulated to the faculty and discussed at a regularly scheduled faculty meeting. Following any subsequent revisions made at that meeting, the faculty will receive a copy of the amended document. Faculty members will vote to approve or disapprove each of the changes to the document following the initial presentation of the recommended changes. This approval requires a two-thirds majority vote of the quorum of the faculty (defined as a majority (50% plus one) of the voting faculty). If any change is disapproved, the original version of that section remains in effect. The dean will send the amended document to the provost for administrative review and approval. When approved, the revised document becomes effective.

## **VI. PROCEDURES FOR SUSPENDING THE BY-LAWS**

Suspension of the Bylaws is limited strictly to procedural rules. The suspension cannot deprive the faculty of any fundamental right delineated in the Bylaws, such as rules governing quorum and vote requirements. A motion to suspend the Bylaws shall pass with a two-thirds vote of those present if at least a majority (50% plus one) of the voting faculty are present.