

## PREAMBLE

This document contains the Constitution and Bylaws of the College Assembly and Senate of the College of Liberal Arts and Sciences of Arizona State University at the Tempe Campus and supersedes all previous documents addressing that purpose. These bylaws are binding upon current and future administrative officers and members of the academic units, as referenced in the ACD manual. If either faculty or administrators wish to deviate from procedures outlined in this document, there must be a 2/3 majority of the members voting. If one portion of the document is found to be in conflict with University policy or is otherwise found to be invalid, the rest of the document remains in force.<sup>1</sup>

## Constitution

### I. FACULTY GOVERNANCE ORGANIZATIONS:

The primary faculty governance unit of the College of Liberal Arts and Sciences ('the College') is the College Assembly. The COLLEGE ASSEMBLY normally exercises its authority through its representative body, the College Senate.

- a. The business of the COLLEGE ASSEMBLY will ordinarily be conducted by ballot.
- b. The Dean may call meetings of the COLLEGE ASSEMBLY as needed during the academic year with ten calendar days' notice.
- c. Upon receipt of a petition signed by 2% of the members of the COLLEGE ASSEMBLY, the Dean will call a special meeting of the COLLEGE ASSEMBLY (giving 10 calendar days notice and scheduled within 20 calendar days of receipt of the petition) during the academic year. The petition must state the specific item(s) to be considered by the Assembly.

### II. MEMBERSHIP IN THE COLLEGE ASSEMBLY:

The voting members of the College Assembly will reflect those recognized in the University Senate governing documents, with the addition of C (below):

- a. Faculty members whose tenure home is in the College with the rank of assistant professor or above;

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<sup>1</sup> The Faculty Assembly authorizes the Senate to update, on a yearly basis or as otherwise appropriate, references to University policies, regulations, and titles and Arizona Board of Regents policies, regulations, and titles.

- b. Lecturers, senior lecturers, principal lecturers, clinical faculty, professors of practice, and research faculty holding at least 0.5 FTE renewable contracts.
- c. Individuals holding the rank of Academic Professional in the College and whose appointments are 0.5 FTE or greater.
- d. Individuals holding the rank of Dean in the College.<sup>2</sup>

### III. OFFICERS OF THE ASSEMBLY

- a. The Dean of the College shall preside over meetings of the COLLEGE ASSEMBLY.

### IV. RIGHTS AND PRIVILEGES OF THE COLLEGE ASSEMBLY

The College Assembly shall possess all rights, privileges, and prerogatives conferred upon it by the Board of Regents, the University administration, and the Academic Constitution and Bylaws of Arizona State University. Specifically, the College Assembly shall be consulted by and make recommendations to the Dean on all matters relating to:

- a. Proposed new courses and undergraduate academic programs (certificates, majors, minors, degrees) and proposed changes to existing courses and programs, and recommend approval or disapproval of such. This authority may be delegated to a standing subcommittee;
- b. The establishment and disestablishment of academic units and centers.

In addition, the College Assembly may be consulted by and make recommendations to the Dean on matters relating to:

- c. Educational, curricular, and faculty-student, proposals that have implications for academic quality as fall within the purview of the College, and proposed and existing rules, regulations, and initiatives intended to promote and enforce such policies.
- d. The reports of its standing, advisory, and ad hoc committees.
- e. And all other matters relevant to academic quality and faculty governance in the College.
- f. The Assembly may at any time request reports and information from the College administration concerning issues of relevance to the College.

### V. CONDUCT OF COLLEGE ASSEMBLY MEETINGS

- a. Unless a quorum is called for, a majority of those members present and voting at regular and special sessions of the College Assembly shall be sufficient for the adoption of all measures.

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<sup>2</sup> 'Dean' here excludes Associate and Assistant Deans.

- b. A quorum is defined to be the representation of over half of the academic units of the College and attendance by at least ten percent of the members of the College Assembly.
- c. Before the final vote has been taken on any question before the Assembly, and at the request of at least one-third of the members present and voting, a mail ballot, to be submitted to all members of the College Assembly, shall be ordered.
- d. An item of new business cannot normally be acted upon until the meeting subsequent to its introduction. However, it can be discussed and acted upon with the approval of at least two-thirds of those present and voting.

## VI. THE COLLEGE SENATE

- a. Membership: Members of the College Senate shall be referred to as 'College Senators'.
  - i. Membership of the college Senate shall reflect the same units as are members of the University Academic Senate.
  - ii. The number of Senators from each unit shall reflect the number as are represented in the University Academic Senate.
  - iii. A Presiding Officer shall be elected by majority vote of the Senators present, no later than the last meeting of each spring semester
  - iv. Each academic unit of the college will select its own College Senators.
  - v. The Presiding Officer of the College Senate, the Presiding Officer Elect, and the Dean shall constitute the Executive Committee of the College Senate.
  - vi. Senators have a dual role of representing the interests of the faculty members in their units and also participating in the governance of the college as a whole. They should keep their units informed of issues before the Senate, and they may act according to their best judgments in such matters.
  - vii. Senators are expected to attend all regular and special meetings of the College Senate. The policy for excused and unexcused absences is the same as for the University Senate, referenced in the ACD manual.
- b. Duties:
  - i. Exercising the rights, privileges, prerogatives, and authority of the College Assembly as specified in Article IV, and to provide advice and counsel to the Dean between meetings of the College Assembly.

- ii. Preparing an agenda for College Senate meetings to be posted on the CLAS Senate Website at least one week in advance of the College Senate meeting to give timely notice of items to be covered. If a petition signed by at least 2% of the members of the College Assembly so requests, the matter to be discussed must be referred to the College Assembly for action.
- iii. Recommending college-wide and division-wide policies that implement or augment university policies in the ACD manual.
- iv. Approving or disapproving recommendations from standing committees such as curriculum changes, standards changes, or any other current items of business.
- v. Preparing an agenda for College Assembly meetings.
- vi. Suggest to the Dean and/or the Faculty Assembly needed clarifications and interpretation of this document as needed.
- vii. Reviewing on an ongoing basis the structure and effectiveness of the Liberal Arts and Science curricula and making recommendations to the Dean concerning thereto.
- viii. Recommending ways and means to enhance the intellectual environment of the College, to encourage research, to encourage and reward service to the university and the greater community, and to re-enforce the College's commitment to diversity.
- ix. Making recommendations to the Dean concerning current and proposed objectives of the College and long term planning for the College.
- x. Making recommendations to the Dean on all other matters relevant to the academic quality or governance of the College.
- xi. Requesting reports and information from the College administration concerning issues of relevance to the academic quality or governance of the College as appropriate.

## Bylaws

- VII. Organization of the College
  - a. The College of Liberal Arts and Sciences includes academic departments and other administrative divisions as may be created. Each academic unit shall develop its own operating bylaws which should include explicit policies and procedures on annual evaluations, promotion, and tenure and continuing

status. These bylaws and any amendments must be approved by CLAS and the Provost's Office. Voting membership must be clearly defined in writing by each academic unit. Units should refer to the ACD manual for guidelines concerning non-tenured faculty and academic professionals when defining such membership.

- b. Chairs and Directors are appointed by and serve at the pleasure of the Dean of the College. No later than the fifth year of the Chair's or Director's service, or at the request of the members of the unit, the Dean will consult with the members of the unit concerning the Chair's or Director's reappointment.

#### VIII. Organization of the College Senate

- a. The Presiding officer will be elected every year. Eligible candidates will be nominated from those Senators serving within that year's membership. The officer will then serve the following year as the Presiding Officer Elect, and as Presiding Officer the second year. In the event that the Presiding Officer Elect cannot serve, a special election will be called.
- b. Each academic unit of the college will select its own College Senators by
  - i. Designating its University Academic Senators to be its College Senators, or
  - ii. Holding an independent election to choose its College Senators in numbers equivalent to its representation in the University Academic Senate.

#### IX. COLLEGE COMMITTEES

- a. Nature and Function of Elected Committees
  - i. List of committees:
    - 1. The Committee on Committees shall nominate candidates for all elected committees and make its report to the College Senate in time for the annual election each spring. The committee shall consist of six members of the College Assembly.
    - 2. The Academic Standards Committee shall advise the College Deans in decisions concerning the enforcement and interpretation of College standards as stated in the General Catalog. The Committee shall consist of nine members of the College Assembly.
    - 3. The Curriculum Committee shall consider and make recommendations to the College Senate and to the College Deans on all proposals involving curricular

changes within the College, including consideration of all undergraduate and graduate programs and General Studies requirements, and review of all copy for the General Catalog. The committee may initiate proposals concerning any aspect of the College curricula. The committee shall consist of nine members of the College Assembly and one student member from each division of the College.

4. The Student Affairs and Grievances Committee shall hear student grievances. It shall recommend policy and procedure as appropriate. It shall consist of six members of the College Assembly, the Associate Dean for Academic and Student Programs and appropriate representative from that office.
  5. Committee on Quality of Instruction shall investigate any matters relating to faculty development and the improvement of instruction, including selection of outstanding teacher awardees, and shall recommend to the College Assembly via the College Senate policies and guidelines for evaluation of instruction. The committee shall consist of nine members of the College Assembly and three student members.
  6. Committee of Review shall hear faculty and academic professional complaints and assist in resolving personnel differences over matters within the purview of the College, including performance evaluation. The committee shall not handle appeals of recommendations made by the Dean's Advisory Councils, and shall attend to situations for which no regular channels of procedure exist or only after all normal appeal procedures in the originating unit have been exhausted. The committee shall consist of six faculty members with tenure and one academic professional with continuing status. The committee shall use non-adversarial fact-finding procedures and will report its findings and recommendations to the Dean.
- b. Membership as specified above by committee will be drawn from the following three groups:
- i. Non-voting ex-officio members from the Dean's office,
  - ii. Students appointed by the Dean, and/or
  - iii. College Assembly members elected in equal numbers from the major academic divisions of the College. Faculty and academic professionals are assigned to one of these

- divisions according to their departmental/school/program affiliation, not their center affiliation.
- iv. Terms of office, including rotation
    - v. Unless otherwise indicated on specific committees, members serve three-year overlapping terms.
    - vi. Each standing committee shall elect its chair from the members on the committee.
    - vii. The elected committees of the College shall report at least annually to the College Assembly via the College Senate and to the Deans of the College; however, those committees dealing with personnel matters shall not report on the specifics of given cases, but only upon general matters of concern.
  - viii. Elections and Filling Vacancies
    - ix. Candidates for committee membership will be nominated by the Committee on Committees in equal numbers from the academic divisions and in time for the annual spring elections.
    - x. A vacancy in an elected position will be filled by the person who had the next highest vote on the ballot to the member whose position has been vacated, but preferably one who does not duplicate department representation on the Committee. If such person is unavailable, the cognizant Dean shall fill the vacancy by appointment.
  - c. Nature and Function of Appointed and Special Committees. The Dean or Divisional Deans may create such other committees as are necessary to carry on the business of the College on an ongoing or an ad hoc basis. Members of these committees will be appointed by the Deans.
  - d. Nature and Function of Dean's Advisory Councils. The Dean's Advisory Councils shall be composed of members of the College Assembly elected from each of the three major academic areas of the College in accordance with the processes described in part A of this Bylaw. These councils will schedule regular meetings at least once a semester, and special sessions of the appropriate council can also be called by the Dean whenever decisions are being planned which will affect the College Assembly membership in the specified areas.
    - i. The Dean's Faculty Advisory Council shall advise the Dean in personnel matters in determining promotions, tenure, sabbatical leaves or other matters related to faculty. No member shall vote on the promotion or retention of faculty

in the member's own unit. The Council shall consist of nine tenured full professors. Chairs, center and program directors, and assistant/associate deans are ineligible for this committee.

- ii. The Dean's Academic Professional Advisory Council shall advise the Dean in personnel matters in determining promotions, continuing status, sabbatical leaves, or other matters related to academic professionals. No member shall vote on the promotion or retention of academic professionals in the member's own unit. The Council shall consist of five academic professionals – one elected from each division – plus two appointed by the dean. Committee members shall be of senior/full or terminal rank, or hold continuing status as defined by ACD507-06. Continuing status, multi-year, and year-to-year academic professionals are eligible to serve provided they have been employed as benefits-eligible academic professionals at ASU for a minimum of three consecutive years.
- iii. The Dean's Strategic Planning and Academic Resources Advisory Council shall be involved in the planning processes of the College, particularly in terms of long-term directions and related budgetary matters. The Council shall make recommendations to the Dean concerning College priorities. The Council shall consist of five tenured professors and an academic professional with continuing status. Three faculty members – one from each division – and the academic professional shall be elected and shall not currently be holding administrative appointments. Two of the members shall be appointed by the Dean and shall currently be Chairs or Directors. Each member shall serve for three years.
- e. Nature and Function of the Administrative Council. All chairs and directors of the College serve on the Administrative Council. The Council is chaired by the Dean and serves as an advisory body on such issues as budget, teaching and research priorities, planning, diversity issues, legislative initiatives, and other issues which affect the entire College.

#### X. PARLIAMENTARY Procedure/Processes

- a. In all matters not specified in this Constitution and Bylaws, this organization will be governed by the latest edition of Robert's Rules of Order, Newly Revised.

#### XI. DISTRIBUTION



- a. The Constitution of the College Assembly and the Senate of the College of Liberal Arts and Sciences of Arizona State University, as amended, shall be available on the College of liberal Arts and Sciences Senate website.

XII. CLARIFICATION AND HIGHER AUTHORITY

- a. All policies and procedures mandated by the Arizona Board of Regents and Arizona State University take precedence over this document. Clarification of such policies and procedures and of this document may be sought from the Faculty Assembly, the Dean, and from the office of General Counsel.

XIII. PROPOSED AMENDMENTS TO THE CONSTITUTION

- a. Proposals for Amendments to the Constitution must be sent to the members of the College Senate at least ten days prior to the date on which action is to be taken upon them. This provision is not subject to a motion to suspend the rules. If the College Senate approves the amendment, it must be sent to the College Assembly for a mail ballot for final approval.
- b. Amendments to the Constitution require a majority of those Faculty Assembly members voting.

XIV. PROPOSED AMENDMENTS TO THE BYLAWS

- a. Proposals for Amendments to the Bylaws must be presented by motion for a first reading to the College Senate. A second reading is to be made at a subsequent meeting of the College Senate. This provision is not subject to a motion to suspend the rules. Between the meetings of the College Senate, the senators are to convey the proposed amendments to their respective units and obtain advice from the members of the College Assembly in those units.
- b. Amendments to the Bylaws require a majority of those College Senate members present and voting.
- c. Bylaws will be reviewed at least once every three years.

XV. TENURE GUIDELINES FOR FACULTY

In considering tenure cases, the College is guided in large part by the definitions, policies, and procedures described in the Academic Affairs Manual ([ACD 506-04: Tenure](#)). Unit administrators, personnel committees, and tenure candidates are encouraged to consult the ACD manual prior to and throughout the tenure review process in order to develop a clear understanding of the policy and processes.

The College is also guided by specific tenure criteria as articulated by each academic unit. Each academic unit must have criteria that specify metrics for excellence in the unit's field(s). The College requires evidence of demonstrated excellence in teaching, research, and service as it relates to the unit's and college's current and future missions and goals; the College also requires evidence of the promise of continued excellence (i.e., the upward trajectory).

a. Promotion Guidelines for Faculty

In considering promotion cases, the College is guided in large part by the definitions, policies, and procedures described in the Academic Affairs Manual ([ACD 506-05: Faculty Promotion](#)). Unit administrators, personnel committees, and promotion candidates are encouraged to consult the ACD manual prior to and throughout the promotion review process in order to develop a clear understanding of the policy and processes. The policy has distinct sections for both tenured/tenure-eligible faculty and faculty with fixed-term (non-tenure eligible) appointments.

i. Promotion of Tenured/Tenure-Eligible Faculty

In addition to the expectations and requirements within [ACD 506-05: Faculty Promotion](#), the College is guided by specific promotion criteria as articulated by each academic unit. Each academic unit must have criteria that specify metrics for excellence in the unit's field(s).

In considering candidates for promotion to Associate Professor, the College requires evidence of demonstrated excellence in teaching, research, and service as it relates to the unit's and college's current and future missions and goals; the College also requires evidence of the promise of continued excellence (i.e., the upward trajectory). Consistent with university policy, candidates for promotion to Associate Professor must be evaluated for tenure no later than the date indicated in the original offer letter or date amended by an authorized probationary period extension.

In considering candidates for promotion to Professor, the College requires evidence of demonstrated and sustained excellence at national and international levels relative to the unit's and college's current and

future missions and goals. There is no prescribed timeline for promotion from Associate Professor to Professor. Typically, such a record is achieved after several years at the Associate level.

ii. Promotion for Fixed-Term Faculty

In addition to the expectations and requirements within [ACD 506-05: Faculty Promotion](#), the College is guided by specific promotion criteria as articulated by each unit. Due to the differences in types of work performed by faculty with fixed-term appointments, academic units must clearly define the criteria for promotion to each rank.

While guided in large part by unit and university criteria, the College also requires evidence of a demonstrated and sustained record of excellence for all fixed-term faculty members seeking promotion. Demonstrated excellence must *exceed* the criteria for the candidate's current rank. Evidence of exceeding criteria might include: a record of demonstrated accomplishment and sustained successful innovation in teaching, research, or service; a record of demonstrated accomplishment and sustained successful leadership in program or curriculum development beyond current job expectations.

The College expects that candidates for promotion to Associate rank for professors of practice, clinical faculty, and research faculty, as well as candidates for promotion to Senior Lecturer, will typically have a minimum of five years of experience at rank. The College expects that candidates for promotion to Professor for professors of practice, clinical faculty, and research faculty, as well as candidates for promotion to Principal Lecturer, will typically have a minimum of seven years of experience at rank.

b. Promotions Guidelines for Academic Professionals

In considering promotion cases, the College is guided in large part by the definitions, policies, and procedures described in the Academic Affairs Manual ([ACD 507-07: Academic Professional Promotion](#)). Unit administrators, personnel committees, and

promotion candidates are encouraged to consult the ACD manual prior to and throughout the promotion review process in order to develop a clear understanding of the policy and processes.

In addition to the expectations and requirements within [ACD 507-07: Academic Professional Promotion](#), the College is guided by specific promotion criteria as articulated by the unit. The unit must have criteria that specify metrics for excellence in the unit's program(s).

While guided in large part by unit and university criteria, the College requires evidence of a demonstrated and sustained record of excellence for all academic professionals seeking promotion. Demonstrated excellence must *exceed* the criteria for the candidate's current rank. Evidence of exceeding criteria might include: a record of demonstrated accomplishment and sustained successful innovation in teaching, research, or service; demonstrated accomplishment and successful leadership in program or curriculum development beyond current job expectations.

The College expects that candidates for promotion to Associate rank will typically have a minimum of five years of experience at rank. The College expects that candidates for promotion to Full/Senior rank will typically have a minimum of seven years of experience at rank.