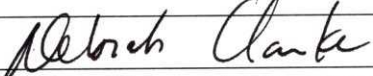




## Confirmation of Approval

College/Unit	College of Health Solutions
Unit	N/A
Document	College Bylaws

The attached document has been approved by the provost's office.

	8/7/18
Deborah Clarke, Vice Provost for Academic Personnel	Date

### Office of the University Provost

300 East University Drive  
P.O. Box 877805 Tempe, AZ 85287-7805  
(480) 965-4995 Fax: (480) 965-0785  
<https://provost.asu.edu/>

**Arizona State University**

**College of Health Solutions**

**Bylaws**

Adopted by the Faculty, 05/14/2018

Approved by the Dean, 04/23/2018

Approved by the Office of the Executive Vice President and Provost, 08/07/2018

## **PREAMBLE**

This document contains the Bylaws of the College of Health Solutions of Arizona State University, and supersedes all previous documents addressing that purpose. The faculty of the College of Health Solutions, 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. 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. These bylaws are binding upon current and future administrative officers and members of the College, as referenced in the ACD manual. If either faculty or administrators wish to deviate from procedures outlined in this document, there must be approval by a majority of the members voting.

## **I. ORGANIZATION OF THE COLLEGE**

- A. The College of Health Solutions is comprised of academic programs, success hubs, affinity networks, translational teams, and administrative units. These bylaws and all accompanying handbook and procedural documents apply to all facets of the College of Health Solutions. This includes policies and procedures on annual evaluations, and expectations for promotion, tenure and continuing status. These bylaws, documents explicating annual evaluation and promotion and tenure and continuing status

expectations, and any amendments to those documents must be approved by the faculty, the Dean of the College, and by the Office of the Provost.

## **II. THE COLLEGE ASSEMBLY**

The primary faculty governance unit of the College of Health Solutions ('the College') is the College Assembly and the standing committees of the College Assembly.

### **A. MEETINGS OF THE COLLEGE ASSEMBLY**

- a. The Dean of the College shall preside over meetings of the College Assembly.
- b. The Dean shall call a minimum of one meeting of the College Assembly during each academic semester, and the Dean may call additional meetings of the College Assembly as needed during the academic year; each meeting will be called with at least 10 calendar days' notice.
- c. Upon receipt of a petition signed by 10 percent of the members of the College Assembly, the Dean will call a special meeting of the College Assembly (giving at least 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.
- d. The business of the College Assembly will ordinarily be conducted by in-person; voting will take place by paper or by electronic ballot.

### **B. MEMBERSHIP IN THE COLLEGE ASSEMBLY**

- a. The voting members of the College Assembly will be:
  - i. Tenured and tenure-track faculty with the rank of Assistant Professor, Associate Professor, or Professor, whose tenure home is in the College and whose faculty assignment is at least 0.5 FTE in the College; and
  - ii. Non-tenure eligible faculty appointed as Instructor, Lecturer, Senior Lecturer, Principal Lecturer, Clinical Assistant Professor, Clinical

Associate Professor, Clinical Professor, Professor of Practice, Research Assistant Professor, Research Associate Professor, or Research Professor, and holding at least 0.5 FTE renewable contracts in the College; and

- iii. Persons holding the rank of Assistant Academic Professional, Associate Academic Professional or Full Academic Professional in the College and whose appointments are 0.5 FTE or greater.
- b. Individuals who are eligible College Assembly members, but who 1) hold an administrative appointment of 0.5 FTE or greater in the College (including, but not limited to, the Dean, Vice Dean, Associate Deans, Assistant Deans, or Directors); or 2) who are on sabbatical or leave without pay, are ineligible to be voting members of the College Assembly for the duration of their administrative role or leave.
- c. Visiting faculty, faculty associates, adjunct faculty, volunteer faculty and affiliated faculty are ineligible to be members of the College Assembly.

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

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

- a. Proposals for new graduate and undergraduate academic programs (certificates, majors, minors, degrees) and proposed changes to existing programs.
- b. The establishment and disestablishment of centers and institutes.
- c. The reports of its standing and ad hoc committees.

- d. And all other matters relevant to academic quality and faculty governance in the College, consistent with the provisions of [ACD 203-01](#).

#### **D. 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.
- b. A quorum is defined as attendance, either in person or participating remotely via tele-technology, by at least 20 percent of the members of the College Assembly.
- c. 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, in person and remotely via tele-technology, and voting.

### **III. COLLEGE COMMITTEES**

- A. The College of Health Solutions will elect and convene three standing committees: 1) CHS Personnel Committee, 2) CHS Curriculum Committee, and 3) CHS Academic Standards and Student Grievance Committee.
- B. The **CHS Personnel Committee** shall be comprised of 13 faculty members with title and rank specifications sufficient for sub-committees to vote on all personnel actions within the College. Nominations and self-nominations will be put to ballot, wherein tenured/tenure-track faculty vote for seven tenured faculty members; and non-tenure eligible faculty vote for six non-tenure eligible members.
  - 1. The CHS Personnel Committee shall consist of the following:
    - a. Four Tenured Full Professors
    - b. Three Tenured Associate Professors
    - c. Three Non-Tenure Eligible Faculty of Ultimate Rank

d. Three Non-Tenure Eligible Faculty of Penultimate Rank

2. Tenure-Track Probationary reviews and Promotion and Tenure reviews:  
Conducted by CHS Personnel Committee members with tenure at the rank of Associate and Full Professor (seven members).
3. Promotion to Full Professor reviews: Conducted by CHS Personnel Committee members with tenure at the rank of Full Professor (four members).
4. Sabbatical and other reviews for personnel actions for tenured/tenure-track faculty: Conducted by members at the equivalent or aspirational ranks of the candidate (seven members).
5. Promotion of Non-Tenure Eligible Faculty to penultimate or ultimate rank reviews:  
Conducted by CHS Personnel Committee members with tenure, and non-tenure eligible CHS Personnel Committee members at aspirational rank, or higher for associate/senior rank promotion cases, of the candidate (seven tenured faculty plus three non-tenure eligible members selected by the Chair of the CHS Personnel Committee).
6. The CHS Personnel Committee will conduct annual performance evaluations to be submitted as recommendations to the Dean, in conjunction with ad hoc faculty members sufficient to create three faculty categories with at least 11 members each: 1) Tenured/Tenure-Track Faculty Evaluations 2) Clinical Faculty Evaluations, 3) Lecturer and Instructor Evaluations. The ad hoc committee members will be appointed by the Faculty Success Hub Workload Committee for one-year terms. Research faculty will be reviewed by the Assistant Dean or designee and will not be under the purview of the CHS Personnel Committee.
7. In the event that representation on the Committee is not sufficient in terms of advanced rank and/or diversity of discipline for an anticipated review, the Dean

shall appoint an interim member of the Committee to serve on the designated review.

8. For matters regarding tenure and / or promotion, only those present for the discussion may vote.

C. The **CHS Curriculum Committee** shall consider and make recommendations to the College Assembly and to the College Dean on all proposals involving curricular changes within the College, including consideration of all undergraduate and graduate programs requirements; and it will review all copy for the General Catalog. The Committee may initiate proposals concerning any aspect of the College curricula. To ensure adequate representation of the faculty, the Committee shall consist of 15 faculty members and one staff member appointed by the Executive Director of Student Success to represent student advising. Of the 15 faculty members, all Academic Program Leads will be appointed to the committee; additional members of the College Assembly will be elected to achieve an 8/7 split of tenured/tenure-track and non-tenure eligible faculty on the committee.

D. The **Academic Standards and Student Grievance Committee** shall advise the College Dean in decisions concerning the enforcement and interpretation of College standards as stated in the General Catalog, and as delineated in the [ABOR Student Code of Conduct](#). The Committee also shall hear student grievances and make recommendations to the Dean, consistent with College process and University and ABOR policies. The Committee shall consist of seven members of the College Assembly, elected from self-nominated candidates and comprised of four non-tenure eligible faculty and three tenured/tenure-track faculty.

E. NATURE OF ELECTED COMMITTEES

1. No member of the College Assembly shall serve on more than one Standing Committee simultaneously.



2. Terms of office, including rotation: Membership on each standing committee is for a term of three years. A staggered appointment of one-year, two-year and three-year terms will be implemented during the first three years of the standing committees to ensure members will serve overlapping terms.
3. Each standing committee's members shall elect its chair annually. The chair of the CHS Personnel Committee shall be elected from the tenured Full Professor members. The chairs of the Curriculum Committee and the Academic Standards and Student Grievance Committee shall be elected from the faculty membership. Chairs may serve up to three consecutive years.
4. The elected committees of the College shall report at least annually to the College Assembly and to the Dean of the College. The reports to the College Assembly should provide a summary of the Committee's activity, without disclosure of personal or identifying information.
5. A vacancy in an elected position on any committee will be filled by vote of the College Assembly, following a call for nominations and self-nominations.

#### **IV. NATURE AND FUNCTION OF APPOINTED AND SPECIAL COMMITTEES**

The Dean may create such other advisory committee(s) or council(s) as deemed necessary to carry on the business of the College on an ongoing or an *ad hoc* basis. Members of any such committees or councils will be appointed by the Dean. Whenever an advisory group is created by the Dean, the Dean will provide the College Assembly with a statement of the group's charge and membership.

#### **V. PARLIAMENTARY PROCEDURES AND PROCESSES**

In all matters not specified in these Bylaws, this organization will be governed by the latest edition of Sturgis Standard Code of Parliamentary Procedure [Sturgis Code](#).

## **VI. DISTRIBUTION**

The Bylaws of the College of Health Solutions shall be available on the website of the College.

## **VII. CLARIFICATION AND HIGHER AUTHORITY**

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 College Assembly, the Dean, and from the office of General Counsel.

## **VIII. PROPOSED AMENDMENTS TO THE BYLAWS**

- A. Proposals for Amendments to the Bylaws must be sent to the Dean and all members of the College Assembly at least 10 calendar 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.
- B. Amendments to the Bylaws require approval by a majority of those voting of the College Assembly. Voting shall be by either paper or electronic ballot and voting shall terminate 10 calendar days after the ballot is distributed.
- C. Any amendment to the Bylaws that is approved by the College Assembly is forwarded as a recommendation to the Dean and the Provost's office for final approvals.