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| **College** | **Global Futures** |
| **Unit** |  |
| **Document** | **Bylaws of the College of Global Futures** |

**Unit and college approval**

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| **Date of approval by the College Executive Committee** | **February 12, 2021** |
| **Date of approval by the college assembly** | **May 21, 2021** |
| **Date of review by the dean** | **May 21, 2021** |

**Provost office approval**

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| **Vice Provost for Academic Personnel** | **Date** |

# Bylaws of the College of Global Futures Arizona State University

Approved by the College Executive Committee 2/12/2021 Approved by the CGF Assembly 5/21/2021

Approved by the Dean 5/21/2021

#  PREAMBLE

The faculty of the College of Global Futures (CGF) does hereby form itself as an organization under the regulations of Arizona State University (ASU) by the authority granted by the Board of Regents on July 1, 2020, in establishing the College of Global Futures.

These Bylaws govern the operation of the CGF at ASU. The Bylaws describe the procedures by which CGF self-governs and carries out the responsibilities and privileges entrusted to its academic units: the School of Complex Adaptive Systems, the School for the Future of Innovation in Society, and the School of Sustainability. The Bylaws are junior to policies and procedures laid out in ASU’s [Academic Affairs Manual](https://www.asu.edu/aad/manuals/acd/) [(ACD)](https://www.asu.edu/aad/manuals/acd/). In case of conflicts, the policies and procedures of ASU, as laid out in the ACD and the Arizona Board of Regents (ABOR) Policy Manuals, take precedence.

CGF leadership and its faculty embrace ASU’s mission as being a comprehensive public research university, measured not by whom it excludes, but rather by whom it includes and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves. We support and foster a culture of inclusiveness, tolerance, and respect that promotes equal opportunity and diversity among CGF faculty, staff, and students and through its engagement with diverse communities within and beyond the University.

#  ARTICLE ONE. LEADERSHIP

1. **Dean –** The CGF Dean is the college’s chief administrative officer and reports to the Provost.

# Other Leaders

* 1. The Dean may appoint Vice Deans and Associate Deans as necessary to the functioning of CGF. The Dean may designate these leaders in a manner the Dean deems appropriate.
	2. The Dean shall designate among the Vice, Associate Deans (or among the CGF Faculty, in the absence of Vice or Associate Deans) an individual whose duties will include curriculum and student success. This person should be from within one of the CGF academic units and either a tenured faculty member or a senior fixed-term faculty member.
	3. The Dean shall designate among the Vice or Associate Deans (or among the CGF Faculty, in the absence of Vice or Associate Deans) one whose duties will include faculty success. This person should be from within one of the CGF academic units and either a tenured faculty member or a senior fixed-term faculty member.
	4. The Dean shall designate among the Vice or Associate Deans (or among the CGF Faculty, in the absence of Vice or Associate Deans) one whose duties will include promoting justice, equity, diversity, and inclusion (JEDI). This person should be from within one of the CGF academic units and either a tenured faculty member or a senior fixed-term faculty member.
	5. The Vice Provost and Vice President of Global Futures, in consultation with the CGF Dean, shall designate an Associate Vice Provost, Vice Dean, or Associate Dean whose duties will include the advancement of research and innovation. This person should be either a tenured faculty member or a senior fixed-term faculty member within one of the CGF academic units.
	6. The Dean may designate an Ombudsperson who is responsible for advocating for students within the college regarding issues related to Title IX, disability concerns, petitions of academic policies, student concerns that cannot be adjudicated within a relevant academic unit, and other relevant issues. This individual should liaise with the CGF Justice, Equity, Diversity, and Inclusion committee, the CGF Academic Standards Committee, and other ASU leadership, as relevant. This person should be selected from amongst CGF faculty and staff.

#  ARTICLE TWO. THE ASSEMBLY

The CGF Assembly (hereafter called the CGFA) consists of all faculty members who hold voting rights in their academic units, as defined by their unit-level bylaws and superseded by a faculty member’s Memorandum of Understanding.

The CGFA is the primary entity for transmitting input of the CGF faculty on governance within the CGF. The CGFA, as well as Committees defined below, provide guidance and input to the CGF Dean, as well as feedback to the faculty on governance. The CGFA normally exercises its authority through its representative body, the Faculty Advisory Committee, as defined in Article Eight of these Bylaws.

1. **Voting Rights –** All CGFA members have voting rights except:
	1. Faculty members who are on a leave of absence (>50%) other than a sabbatical leave.
	2. Faculty members who are serving in administrative assignments such that less than 25% of their assignment remains as a faculty member in CGF.

In instances where CGF requires a college-wide vote, CGFA members with joint appointments across multiple units within CGF shall have only one vote. The rubric below determines how the vote is assigned with a single unit:

1. For tenure-track/tenured faculty, CGFA members who have a tenure home in CGF, college-wide votes follow the unit in which the faculty member has a tenure home.
2. In instances where a CGFA member’s tenure home is outside the college, they have voting rights in the CGF unit in which they have the larger percent appointment.
3. In instances where a CGFA tenure-track/tenured faculty member’s tenure home is outside the college, and their joint appointment is split equally across multiple CGF units, the CGFA member must choose the unit in which their vote will be counted.
4. In instances where a CFGA fixed-term faculty member has a joint appointment that is split equally across multiple CGF units, the CGFA member must choose the unit in which their vote will be counted.
5. **Meetings –** The meetings of the CGFA are open so that other individuals (including emeritus faculty and other non-members invited by the Dean) may attend and offer their opinions. However, they do not have voting rights.
6. **Meeting Frequency –** The Dean of the CGF, or the Executive Advisory Committee, should call the CGFA into session at least once each academic semester, while classes are in session, to hear the Dean’s report on the state of the CGF and to consider such matters as have been referred to the CGFA. Such a meeting must be announced at least 5 working days prior to the meeting.
7. **Special Session –** The Dean shall call a special session of the CGFA, to be held within ten working days, upon receipt of a petition signed by 5% of the membership. Such a petition shall state the specific item(s) to be considered at the meeting.

#  ARTICLE THREE. OFFICERS

1. **President –** The Dean is automatically President of the CGFA. The President shall:
	1. Schedule and preside over the meetings of the CGFA. The President may delegate this authority, if needed.
	2. Implement the policies contained in these Bylaws.
2. **Secretary –** The CGF Secretary shall:
	1. Be elected for a two year term from the CGFA.
	2. Serve as a non-voting member of the College Executive Committee of the CGFA.
	3. Edit the minutes and all announcements of the CGFA before they are published and/or distributed.
	4. Assist in the preparation of all documents necessary for the deliberations of the CGFA, including the agenda, before they are distributed.
	5. Ensure that the Bylaws of the CGF are reviewed annually and updated according to ACD policy manual references; proposed amendments to these Bylaws maintain consistency with University policy; the updated document is available to every current member of the CGFA via an appropriate website.
	6. Be assisted by an appropriate staff member appointed by the Dean. This staff member will take the necessary notes to prepare the minutes of the CGFA and will prepare other announcements for subsequent publications and/or distribution, as directed by the Secretary of the CGFA.
3. **Facilitator –** A facilitator must be appointed each fiscal year by the Dean, and will have the responsibility of assuring that meetings of the CGFA are conducted in accordance with modified Martha’s *Rules of Order* and Article 5 below. The facilitator must possess formal training in facilitation or receive such training before the first meeting of the CGFA after the facilitator’s appointment.

#  ARTICLE FOUR. CGFA RIGHTS, PRIVILEGES AND RESPONSIBILITIES

The CGFA shall possess all rights, privileges and prerogatives conferred upon unit faculty and staff by the Board of Regents, the University administration, and the Faculty Constitution and Bylaws of Arizona State University (see ACD 203-01).

Specifically, the CGFA shall make recommendations to:

1. Carry out faculty governance at the college level.
2. Formulate and update Bylaws detailing the governance of the CGF.
3. Formulate the rules and procedures for academic discipline of students.
4. Establish guidelines for instructional responsibilities of faculty.
5. Establish guidelines for awards for student achievement.
6. Establish guidelines for justice, equity, diversity and inclusion across the college.
7. Receive and act upon reports of its standing committees.

#  ARTICLE FIVE. CONDUCT OF CGFA MEETINGS

1. **Agenda –** The CGF President shall establish an agenda for, schedule, and preside over the meetings of the Assembly. The Office of the Dean shall be responsible for notifying the college’s unit directors and faculty at least five working days in advance of each CGFA meeting; for keeping and disseminating the minutes of each meeting; for ensuring approval of prior meeting minutes, and for such other duties which the Assembly shall, through proper and due process, assign. Any member may have an item of business placed on the agenda by notifying the president prior to the distribution of the agenda, but items for which the notification fails to meet the above deadline will be held over to the next meeting of the CGFA. 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.
2. **Quorum –** Attendance at a meeting (either in-person or remote) by at least half (>50%) of the CGFA members, providing that there is representation from all CGF academic units, shall constitute a quorum. A quorum is required for any vote on items from the agenda. Voting should normally be done by a show of hands (either in person or electronically) but any voting member may request the use of a secret ballot on any vote. All requests for a secret ballot will be honored. Depending on the nature of the decision, the outcome of the vote will be determined by either a simple majority of returned ballots or rank order voting.
3. **Non-quorum Voting –** If a quorum is not present during a meeting in which there is a vote scheduled, or if a vote is required during a time in which no meeting is scheduled, CGF academic units shall conduct a ballot with at least 7 days advance notice. An electronic survey or poll may be used if it protects the integrity of the voting process. The outcome of the vote will be determined by a simple majority of returned ballots. For time sensitive issues that arise between meetings, voting can also occur through the use of an electronic survey or poll that protects the integrity of the voting process.
4. **New Business –** An item of new business that is not explicitly listed on the agenda can be discussed. Unless a quorum is present and with the approval of a simple majority of those present and voting, new items of business cannot be acted upon until the next meeting where it shall be placed on the agenda.
5. **Minutes –** Minutes of the previous meeting shall be published prior to the next scheduled meeting and distributed with the agenda for that meeting with the intent to vote on their approval
6. **Meeting Governance –** In all matters not specified in these Bylaws, modified Martha’s *Rules of Order* will govern the procedures and discussions during meetings of the CGFA. The Facilitator is responsible for ensuring that the meetings are run in this manner. The CGF will make available to all members of CGF the modified Martha’s Rules of Order for this purpose.

#  ARTICLE SIX. NATURE AND FUNCTION OF UNITS AND CGF

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. CGF BYLAWS AMENDMENTS

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. Proposed amendments will be submitted to the CGFA Secretary and/or President for distribution to the assembly. Amendments to the Bylaws require a simple majority of those present and voting, provided a quorum is present.

#  ARTICLE EIGHT. STANDING COMMITTEES

**Standing Committees**

1. **Composition and Terms** – Standing committees are composed of faculty representatives who are members of the CGFA. Members will serve for two-year terms and the terms will be staggered to ensure continuity from one year to the next, whenever possible. Unless otherwise noted, after two consecutive terms of service (i.e., four uninterrupted years of service), a member must rotate off the committee for at least one year before commencing a new term of service. Exceptions to this provision are allowed in instances where there is an insufficient number of faculty eligible or willing to serve. All such exceptions must be approved by the Dean or the Dean’s designee.
2. **Committee Chair** – Each committee shall select one or more persons from among their number to serve as chair or co-chair. Selection shall be made by whatever means each committee shall determine for itself.
3. **Committee Membership** – Faculty representatives of the academic units in the CGF standing committees shall be elected during the spring semester by whatever means the faculty of that unit decide and shall take office on the first day of the fall semester. Faculty representatives may not serve on a CGF committee during a sabbatical year/semester, or when on an extended leave of absence in excess of three months during the academic year.
4. **Meetings** – Unless otherwise noted, committee meetings shall be scheduled as needed to accomplish the business of the committee, but no less than twice each semester of the academic year.
5. **Conflicts of Interest** – No committee member shall participate in matters before a committee in which the member has a conflict of interest – either academic or personal. In such instances, the CGF Dean may appoint a representative from the relevant academic unit to sit as a member of that committee in lieu of the regular member for consideration of that matter only.
6. **Findings** – The standing committees generally report their findings via recommendations to the Dean and the relevant Vice/Associate Deans. Findings may also be communicated to the College Executive Committee, when appropriate to ensure that communication flows to the individual schools.
7. **Quorum** – A simple majority (> 50%) of a committee constitutes a quorum.
8. **Standing committees** – The committees of CGF shall be those established by these Bylaws, plus such other ad hoc committees as needed. Duties of the committees are defined below, but are not limited to these definitions. Additional tasks may be assigned by the CGF Dean.

Standing committees include:

* 1. College Executive Committee
	2. Faculty Advisory Committee
	3. Academic Standards Committee
	4. Curriculum and Instruction Committee
	5. Personnel Committee
	6. Justice, Equity, Diversity and Inclusion Committee
	7. Other committees as designated by the Dean
1. **College Executive Committee** – shall advise the Dean on matters of concern to the College. Proposals for policy changes within CGF, whether from administrators, standing committees, unit heads, or individual faculty, should be discussed by the College Executive Committee as a means to ensure that information flows back to the individual schools. The College Executive Committee is responsible for reviewing the CGF Bylaws every two years, recommending alternative language (as needed), and introducing proposed changes to CGFA for a faculty vote. It is a duty of Committee members to keep their schools informed of the committee’s activities. The committee is composed of the CGF Dean, Directors of each academic unit, Vice Deans, Associate Deans, and other persons appointed by the Dean. The Dean chairs the committee. The College Executive Committee shall meet on a monthly basis (or more frequently) in order to provide for the flow of information from the CGF level to the individual schools and faculty, and vice-versa.
2. **Faculty Advisory Committee** – shall facilitate the integration of CGF faculty into ASU by fostering a culture of collaboration and community. Furthermore, the Faculty Advisory Committee advises the Dean on issues relevant to faculty and students. The committee is made up of two representatives from each of

the CGF academic units. Chairs/Associate Directors/Directors and Vice Deans/Associate Deans and others at higher ranks are not eligible for membership on this committee.

1. **Academic Standards Committee –** shall advise the Dean and the College Executive Committee in matters concerning the enforcement and interpretation of the CGF academic standards as stated in the University catalogs and in CGF policies. The committee is charged with reviewing undergraduate and graduate student grievance cases after they have been reviewed by the appropriate school committee and Director, and at the request of the student, and liaises with the Ombudsperson, as relevant. The committee reviews cases related to issues such as grade grievance, academic integrity, general student grievances, and dismissal from a program, and makes a recommendation to the Dean. The Committee will also recommend to the Dean and the College Executive Committee policies and procedures related to scholarships, honors, internships and awards. The Committee shall consist of two faculty members from each of the CGF academic units. The chair of the Academic Standards Committee serves as the CGF Academic Integrity Officer. The Committee shall meet at least three times each semester. The relevant Dean responsible for curriculum and student success shall serve as an ex officio member of the Committee. The Dean’s decision is the final step of the student grievance process within the college.
2. **Curriculum and Instruction Committee –** shall consider all proposals involving curricular changes or additions within the CGF, and make recommendations to the Dean, the Associate Dean responsible for curriculum and student success, and the College Executive Committee regarding their disposition. General curricular proposals may originate with the Dean or with the faculty in a particular CGF unit. Proposals involving a specific academic program must originate from within the faculty of that program. Additionally, the Curriculum and Instruction Committee shall consider any matters relating to faculty development and the improvement of instruction, including teaching evaluation and selection of awardees for any CGF teaching awards. The Committee membership shall consist of one faculty member from each CGF academic unit. The faculty representatives must have at least 20% of their assigned duties allocated to teaching in each of the previous three years. The Committee shall meet at least three times each semester, unless otherwise agreed upon by a majority of the committee members. The Associate Dean responsible for curriculum and student success shall serve as ex officio member of the committee.
3. **Personnel Committee –** shall advise the Dean in personnel matters within CGF. The Committee shall assess probationary or conditional (third year) reviews, promotions, tenure, and retention, and make recommendations to the Dean. The committee also reviews disputes related to faculty performance evaluation, in addition to applications for sabbatical leave, and makes recommendations to the Dean. The committee should establish guidelines related to faculty mentorship and professional development and review, faculty situations for which no regular channels for appeal exist, or after all normal appeal procedures within the CGF have been exhausted. The Committee shall use non-adversarial, fact-finding procedures, and will report its findings and its recommendations to the Dean.

The committee will consist of four faculty members (two fixed-term and two tenured faculty) from each academic unit in CGF. Those names shall be forwarded to the CGF Dean, who will select another member, if necessary, from one unit in a manner to ensure that the membership of the committee shall reflect, insofar as possible, an equitable cross-section of the College faculty that accounts for diversity across college membership. Tenure-track faculty names forwarded to the CGF Dean shall be either tenured Associate Professors or Professors. Fixed-term faculty names forwarded to the CGF Dean shall be at the senior level (e.g., Senior/Principal or Associate/Full).

Committee members can vote on personnel matters involving a member of their academic unit, provided they were not involved in their unit-level discussion and vote. In the case of promotion to full professor, a total committee vote must be tallied and must be reported at all stages and levels of the decision-making process in which the vote of faculty of rank is reported, in addition to a vote of tenured full professors. For tenure and promotion to the rank of associate professor, a total committee vote must be tallied and must be reported at all stages and levels of the decision-making process which the vote of faculty of rank is reported, in addition to a vote of tenured associate and full professors.

The perspectives of all committee members must be reflected in the promotion and/or tenure letter. Chairs/Associate Directors/Directors and Associate/Vice Deans are not eligible for membership on this committee. The relevant Dean responsible for faculty success, shall serve as an ex officio member of the committee.

1. **Justice, Equity, Diversity and Inclusion Committee (JEDI)** – shall help the College realize ASU’s Charter by providing a platform to identify needs,

concerns, and opportunities, provide input to the Dean, and formulate coordinated actions and initiatives to address topics related to justice, equity, diversity, and inclusion across the College, in addition to liaise with other units across the ASU community about JEDI issues. The committee advocates for CGF faculty and staff regarding issues of bias, and coordinates with the CGF Ombudsperson, as relevant, on relevant student issues. Unit directors should nominate (in consultation with their faculty), at least one member from among its numbers to the committee. Those names shall be forwarded to the CGF Dean, who will select additional member(s), if necessary, in a manner to ensure that the membership of the committee shall reflect, insofar as possible, an equitable cross-section of the College faculty that accounts for diversity across college membership. Staff members in CGF, who include staff across the academic units, will elect one staff member to serve on the committee. Each academic unit will also select one student to serve, with the expectation that the committee will have student representation at both undergraduate and graduate levels. The CGF Deans responsible for faculty success, student success, and research shall serve as ex officio members of the committee. The relevant Dean (see Article 1.B.4) responsible for JEDI shall serve as an ex officio member of the committee.

1. **Other Committees** – The Dean may appoint other committees as are necessary to carry on the business of the CGF on an ongoing, or *ad hoc*, basis. In general, the duration and terms of service, selection or appointment of Chair, and other provisions as described for Standing Committees are also applicable to these committees. However, some discretion may be exercised in view of the ad hoc nature of these committees. Other CGF committees include, but are not limited to:
	1. **CGF Search Committees -** CGF-wide faculty search committees will be formed with membership from each candidate unit within CGF. These committees, and their chairpersons, are appointed by the Dean or her/his designee, and in consultation with unit directors.

#  ARTICLE NINE. DISTRIBUTION

The Provost approved Bylaws will be provided electronically to each member of the CGFA by the appropriate staff member appointed by the Dean.

#  ARTICLE TEN. CLARIFICATION AND HIGHER AUTHORITY

In areas not specifically addressed by this document, CGF and its units adhere to Arizona State University policies as outlined in the Academic Affairs Policies and Procedures (ACD) Manual and those of the ABOR policy manual. Should any policy or procedure as defined in these Bylaws conflict with a policy or procedure defined in the ACD Manual, the ACD Manual takes precedence. If there is a conflict between the ACD manual and ABOR manual, the ABOR manual takes precedence over all lower levels of policy or bylaw. Questions of clarification should be directed to the Executive Advisory Committee, which will review areas of ambiguity and bring a recommended interpretation to the Dean.