



College	College of Liberal Arts and Sciences	
Unit	American Indian Studies Program	
Document	Bylaws	
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**COLLEGE OF LIBERAL ARTS AND SCIENCES
AMERICAN INDIAN STUDIES PROGRAM
BYLAWS**

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PREAMBLE

The Faculty of the American Indian Studies Program does hereby form itself as an organization under the regulations of Arizona State University and by the authority granted by the Board of Regents during their Spring 2001 meeting, in establishing the American Indian Studies. This document and all others pertaining to conduct of the business of the College are in accord with and secondary to policies formulated by the University and the Board of Regents, and no desire to supersede University of Regents documents is intended at any time.

ARTICLE I: NAME OF ORGANIZATION

The faculty governance body of the American Indian Studies Program (AIS) is named the Faculty Council.

ARTICLE II: OBJECTIVE

The objective of the Faculty Council is to provide a faculty governance body for sharing the rights, responsibilities, and obligations of governance and administration of the University, as provided for in the Conditions of Faculty Service (ACD 501).

ARTICLE III: MEMBERSHIP

- A. All full-time AIS faculty, tenured and tenure-track shall share the rights, responsibilities, and obligations of governance of the Faculty Council with voting rights.
- B. During the academic year, the Faculty Council, defined in Section A, may extend for the academic year, by a majority vote, full or partial membership privileges to members of the Advisory Board who are in tenured and tenure-track positions.
- C. Faculty Council members on leaves of absence shall not be counted as part of the quorum. Members on leave must resign from all campus obligations, including committees at the Program, College, and University levels. However, they may participate in any peer evaluation processes relative to merit/performance pay review and personnel decisions including tenure review, promotion, and hiring. In these instances it is the faculty member's responsibility to notify the Director in a timely fashion of how he/she can be reached for involvement in the process. Proxy votes are not allowed; members must be present or use a face-to-face video presentation.

ARTICLE IV: PROGRAM OFFICERS AND AGENDAS

The Director is responsible for providing the administrative, supervisory, and intellectual leadership of the Program.

A. Program Director

1. Term of Office

The Director shall be a tenured faculty member with at least fifty percent of his or her line in AIS. In accord with ACD 102, the Chair, like all academic administrators, serves on a renewable annual appointment. As part of the renewal process and in accord with ACD 111-03, the Dean of CLAS will solicit faculty and academic professional input about the Chair at least every other year.

2. Selection

- a. The Director is appointed by the Dean. The Faculty Council will provide the Dean with recommendations for membership on the Search Committee and, at the conclusion of the search process the Faculty Council will provide the Search Committee with an assessment of the strengths and weaknesses of each finalist for the position of Director. If the Search Committee requests a ranking of the candidates, the Faculty Council will express its preference to the Search Committee by secret ballot, and the vote will be reported to the Dean by the Search Committee as part of the Committee's report to the Dean.

3. Duties

- a. The Director of the Program is the main administrative officer of the Program, responsible to the Faculty Council and to the administration. The Director is responsible for the day-to-day operations of the Program, which includes supervising the staff.
- b. The Director shall prepare a budget and approve all necessary expenditures. At least once each semester the Director will report to the Faculty Council on the general state of the budget.
- c. The Director is responsible for making appointments to all positions except as directed by policies or otherwise noted in this document. Appointments will be made in consultation with the Faculty Council and Advisory Board, if necessary. Appointees serve at the pleasure of the Director.
- d. The Director should propose for Faculty Council consideration such new projects, programs, and policies as will best enable the Program to achieve its objectives.

- e. The Director is the only official representative and spokesperson for the Program to the administration and other institutions, except as the Director of the Program may authorize other individuals to speak officially for the Program.
- f. The Director shall designate a faculty member to handle his/her responsibilities in the event of the Director's temporary absence.
- g. The Director shall inform the Faculty Council of directives, actions, and policies, as well as other circumstances and conditions which may affect the Program.
- h. The Director will advise individual Program members regarding their professional goals.
- i. The Director shall prepare an agenda for and preside over general meetings of the Faculty Council. The Director must notify Faculty Council members of meeting dates and times, relay information from the Dean about College matters, and place issues on the agenda raised by any member of the Faculty Council calling for action.
- j. The Director will disseminate the minutes of the previous meeting prior to the next scheduled meeting.
- k. The Director shall oversee the annual review performances of all faculty and review and recommend action to the Dean regarding probationary review, tenure, promotion of faculty, and sabbatical review as outlined in the AIS Guidelines.

B. Academic and College Senators

1. Selection Procedures

The voting membership of the Faculty Council elects a senator to serve for a 3-year term. The senator will serve both in the college senate and the university academic senate.

2. Duties

- a. The senator is expected to attend senate meetings (both college and university senates) and Faculty Council meetings and to report senate activities to the Faculty Council. When controversial issues arise, the senator should seek Faculty Council opinion before voting by polling the Faculty Council through discussion at Faculty Council meetings. Election of the senator is held in April; the senator elected at that time will begin service in the following fall semester.

ARTICLE V: THE NATURE AND FUNCTION OF THE PROGRAM

A. The American Indian Studies Program subscribes to principles of self-governance and free expression. It encourages members to express their opinions on any matter to the Director, to the members of the Program's various committees, and to the Faculty Council during its meetings. Any matter affecting the well-being of the Program may be raised by any member at any Faculty Council meeting.

B. Meetings

- 1 Normally, the Director will schedule at least three Faculty Council meetings for each semester.
2. The Director will publish an agenda for each meeting and may require written reports to be submitted prior to each meeting. Information regarding important policy matters should normally be distributed prior to the meeting. Minutes will be distributed following the meeting in a timely manner.
3. Voting members of the Faculty Council are expected to attend all Faculty Council meetings. The Faculty Council may choose to allow visitors to attend Faculty Council meetings. Visiting faculty are free to attend Faculty Council meetings and participate in the discussion of matters before the Faculty Council, but they are not voting members. Voting members of the Faculty may vote to reconvene in executive session to consider personnel matters.
4. When directed by the Director, Program staff will attend faculty Council meetings.
5. Procedure. Faculty Council meetings will be conducted in conformity with generally accepted principles of Native consensus building. A quorum (defined as over one-half of the in-residence Program voting members) must be present to render any vote official. When consensus cannot be reached in a reasonable period of time, the Director or Faculty Council members may call for a vote. The matter under discussion will then be resolved by a majority vote. Procedural rulings of the Director during Program meetings are subject to reversal by consensus of the voting members present at the meeting. Meetings will be conducted on the basis of mutual respect for colleagues as professionals and according to the premise that dissenting views should be presented in an atmosphere of courtesy and fair mindedness.
6. Ordinarily, Faculty Council meetings will not continue beyond two hours. Meetings may be continued beyond two and a quarter hour by a consensus of the members present.

7. The Director may call special meetings. Notification of special meetings should be provided in writing to Faculty Council members at least three days in advance.
8. During the meetings, the Faculty Council will work cooperatively in matters of program development and curriculum review. When necessary, the Director may appoint a Faculty Council member to take the lead in such work.
9. Program business will be conducted only when a quorum is present.
10. When consensus cannot be reached, voting shall normally be done by a show of hands, but any voting member may request the use of a secret written ballot on any issue. Proxy may be given by a signed request to another member.

ARTICLE VI: ADVISORY BOARD

- A. The purpose of the Advisory Board is to provide advice concerning Program development and to assist the Faculty Council with committee work, when necessary.
- B. Tenure-track and tenured faculty, full time non-tenure eligible faculty, Faculty Affiliates, and American Indian Community members are eligible to serve on the Advisory Board.
- C. Membership on the Advisory Board is by invitation from the Director.
- D. The Director may convene one or more general Advisory Board meeting per semester.

ARTICLE VII: COMMITTEES

The program standing committees include a Personnel Committee, a Curriculum Committee, a Graduate Committee, a Search Committee, and a Promotion and Tenure Committee. In other matters the Faculty Council as a whole will carry out work of the Program.

A. Personnel Committee

1. Selection Procedures

The Personnel Committee will consist of three tenured faculty members from the Faculty Council and Advisory Board, when necessary. The Director, in consultation with the Faculty Council, will compile a listing of candidates. The Faculty Council will select Personnel Committee members by consensus. The committee will select its Chair. The Program Director is ineligible for membership on the Personnel Committee.

2. Duties

The Personnel Committee will convene, review, and make recommendations to the Director in cases of promotion and tenure review, probationary review, sabbatical requests, conditional reviews, and annual performance reviews.

B. Curriculum Committee

1. Selection Procedures

The Curriculum Committee will consist of a minimum of three faculty members from the Faculty Council and Affiliate Faculty, when necessary. The Program's Academic Student Advisor shall be a non-voting member of the Curriculum Committee. The Program Director, in consultation with the Faculty Council, will appoint the Curriculum Committee Chair, who must be tenured. The Faculty Council will select Curriculum Committee members by consensus. The terms for the Chair and members shall be one year (renewable). The Program Director is ineligible for membership on the Curriculum Committee.

2. Duties

The Curriculum Committee's duty is to ensure the academic integrity of the undergraduate and graduate programs and promote the continuous improvement of its curriculum. The Curriculum Committee will review and approve all course syllabi, as needed; major changes in existing courses (i.e., new course numbers, changes in course numbers, change in credit, significant changes in course contents); new courses, certificates, and graduation requirements; discontinuance of courses; and student petitions.

C. Graduate Committee

1. Selection Procedures

The Graduate Committee will consist of three faculty members from the Faculty Council and Affiliate Faculty, when necessary. The Director, in consultation with the Faculty Council, will compile a listing of candidates. The Faculty Council will select the Graduate Committee members by consensus. The committee will select its Chair from the tenured core AIS faculty.

2. Duties

The Chair of the Graduate Committee will be the contact for the AIS Master of Science degree program and provide the leadership to accomplish the duties of the Committee.

The Graduate Committee will oversee the recruitment of students, evaluate applications, recommend students for admission, assign admitted students to AIS

faculty for advising, approve supervisory committees, provide oversight of student's plan of study and student progress, and consider requests from students for program exceptions. The Committee will also conduct an on-going assessment of the program and make recommendations for improvement, including the course offerings.

D. Search Committee

1. The purpose of the search committee is to develop faculty job descriptions, advertise faculty positions, screen candidates, and make recommendations to faculty on faculty hires.
2. Membership selection for the search committee is determined by the Faculty Council. The Director will appoint the Chair, who must be a full-time faculty member in the Program.
3. The search committee will consist of three to five tenured and tenure-track faculty including the Chair. At least half of the members must be elected by the faculty. The majority of the search committee will be from the Program.

E. Promotion and Tenure Committee

1. Membership

- a. All tenured associate and full professors who are tenured in AIS or who are members of the Advisory Board are eligible to serve on the committee.
- b. Both associate and full professors may participate in the committee that considers promotion and tenure of assistant professors.
- c. Only full professors may participate in the committee that considers promotion to full professor.
- d. The promotion and tenure committee will consist of three tenured faculty including the Chair. The Director will appoint the Chair.

2. Chair

Committee members shall, at the beginning of each academic year when AIS has a promotion and tenure action, elect a Chair of the P&T Committee.

F. Ad Hoc Committees

1. Selection Procedures

The Director will form Ad Hoc Committees in consultation with the Faculty Council.

2. Duties

Each Ad Hoc Committee will exist for specific functions such as searches and other Program matters.

ARTICLE VIII: HIRING FACULTY AND ACADEMIC PROFESSIONALS

A. Principles

1. Hiring priorities are set by the Director in consultation with the faculty.
2. No formal search can be undertaken without prior discussions with the Faculty Council.
3. The search committee will make a recommendation to the Faculty Council. The Faculty Council will review the search committee recommendation and make a recommendation to the Director. The Director makes the decision and presents it to the Dean.
4. The Director is the official hiring agent of the Program.

C. Procedures

1. All candidates for a position in the Program must be reviewed by a Program Search Committee.
2. The Search Committee must evaluate the candidates' materials, arrange their on-campus interviews, and make a recommendation to the Director concerning hiring.
3. Faculty Council must be active participants in the selection process.
4. In hiring above the assistant professor rank, the qualifications of the candidate must be in full conformity with the Program criteria for an associate or full professor.

ARTICLE IX: PROMOTION AND TENURE REVIEWS

A. Procedures for Promotion and Tenure for Candidates

1. Candidacy

The Director may advise faculty members to seek promotion and/or tenure or faculty may initiate their candidacy following the Process Guide for Promotion and/or Tenure outlined at the link below. The Process Guide includes steps, responsibilities, required materials, schedule and other relevant information.

<https://provost.asu.edu/sites/default/files/ProcessGuidePromotionTenure.pdf>

B. Procedures Governing the Review Process within the Program

1. Confidentiality

Letters of evaluation, Promotion and Tenure Committee discussions and non-published materials in the candidate's file are strictly confidential. Violations of confidentiality by members of the Committee are subject to Program and University sanction.

2. The File

The Director shall assemble the file of materials submitted by the candidate and the Director shall make them available to the Committee in a secure, convenient site. Materials may not be removed from the site without specific arrangement with the Director and the Chair of the Promotion and Tenure Committee.

3. Reading Letters and Materials

Only members of the Promotion and Tenure Committee will have access to the confidential letters and the materials in the candidate's file.

4. Communication with Candidate

After the committee has completed its deliberations and forwarded its materials to the Program Director, the Program Director will provide an oral report to the candidate of the recommendation of the committee and the Director.

ARTICLE X: PROBATIONARY EVALUATION OF FACULTY

The Personnel Committee shall conduct the probationary evaluations of untenured faculty following the guidelines given in the ACD Manual and the CLAS policy and procedures.

ARTICLE XI: PROMOTION FROM ASSOCIATE TO FULL PROFESSOR

A. **Preamble.** Candidates for the rank of full professor will be evaluated according to the criteria outlined in the by-laws regarding the promotion to associate. However, they will be evaluated with the added expectation that s/he has continued to achieve a record of excellence commensurate with their senior rank. Consequently, while there is no specific timeframe for how long after earning the rank of associate one should then go up for Full, candidates ought to be able to demonstrate an outstanding record of scholarly work (i.e., research and publications), teaching, and service. Moreover, there should be evidence that the candidate has achieved a recognizable level of status within their field, area of specialty, or profession. The benchmarks for determining a

successful candidate for promotion will be based on what the candidate achieved since earning tenure and how effectively these achievements created a coherent trajectory and impact on said field, area of specialty, or profession. A "coherent trajectory" is defined as a common idea, topic, issue, or problem that recurs throughout the candidate's publications (or comparable works), which connect these works in a meaningful way, and which the candidate is expected to articulate in the personal statement submitted in her/his application for promotion.

- B. **Scholarly work.** Candidates are expected to have continued, since earning tenure, their scholarly productivity, for example, monographs, refereed articles, book chapters, edited works, or textbooks within the field of American Indian studies. Furthermore, such scholarly activity should have earned the candidate national or international recognition from her/his peers. Evidence of status may include having her/his work cited in the work of other scholars, book awards, research grants, invitations for lectures, and keynote addresses. The scholarly work of the successful candidate should be judged by external reviewers as highly original and as having made a substantial contribution to their field, area of specialty, or profession. These and other measures (e.g., a personal statement that includes a five-year research agenda) will be used to determine if the candidate for promotion has achieved an appropriate level of external recognition for her/his research program or primary creative field.
- C. **Teaching.** The candidate for promotion to full professor will be expected to have sustained a record of excellence in teaching as outlined in the by-laws regarding promotion to associate. S/he will have continued to make teaching contributions at undergraduate and graduate levels (as available) and to have been active in student mentoring and committee work, for example, independent studies, honor's theses, master's theses and dissertation committees. The candidate's personal statement should include a "philosophy of teaching" section, in which the candidate emphasizes her/his development as a teacher—such as curriculum development and pedagogy—which as occurred since earning tenure. Moreover, the "philosophy of teaching" section should include an agenda for future development.
- D. **Service.** Those seeking promotion to full professor will be expected to have made service contributions to their program, college, university, and community, in addition to their profession. Internally, service will consist of standing committee work (e.g., personnel, curriculum, graduate admissions). Externally, service may include editorial board work, and committee work for national organizations relevant to the candidate's field, area of specialty or profession. Community service integral to American Indian Studies (e.g., providing knowledge and expertise to an American Indian Community) will be considered as a component of the candidate's service and will be part of her/his evaluation for promotion to full professor.

ARTICLE XI: CLARIFICATION AND HIGHER AUTHORITY

In areas not specifically addressed by this document, the Program adheres to the policies of the College of Liberal Arts and Sciences, of the Arizona State University as outlined in the ACD Manual, and the Board of Regents policies.

ARTICLE XII: RATIFICATION AND AMENDMENT

A. Ratification

This document will become effective, as outlined in the motion of adoption, upon consensus by the Faculty council during a regular meeting, subject to final approval by the Provost.

B. Amendment

1. Proposals for amendments to these Bylaws must be sent to Faculty Council members at least ten days prior to the dates on which action is to be taken on them. This provision is not subject to a motion to suspend the rules.
2. Amendments to these Bylaws require a consensus of the Faculty council members at a regular meeting. If a consensus cannot be reached within a reasonable time, then a vote will be taken.
3. Any Faculty Council member wishing to propose alteration, amendment, or adoptions of Bylaws must provide at least one month's written notice prior to the meeting at which such changes will be considered.
4. These Bylaws may not conflict with those of the College of Liberal Arts and Sciences or the ACD Manual, both of which takes precedence.

ARTICLE XIII: INDIGENIOUS FACULTY COUNCIL AUTHORITY

The Traditional Indigenous Consensus Process that promotes a spirit of collegiality, cooperation, consensus building, and mutual respect will guide all Faculty Council, committee, and Advisory Board meetings.

Revised and Approved by the AIS Faculty Council on November 13, 2013.