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<td>Yes</td>
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**Provost office approval**

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<th>Vice Provost for Academic Personnel</th>
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5-7-15
I. General

A. Preamble

The academic unit governed by these by-laws is the Faculty of the School of Criminology and Criminal Justice in the College of Public Programs at Arizona State University. The School of Criminology and Criminal Justice offers a broad academic program through course offerings and specific degree programs designed to meet the needs of undergraduate and graduate students at Arizona State University. The School provides facilities, equipment and other services to maintain and support an active research program for faculty and students.

B. Definitions

School Membership: School membership includes all persons on teaching or research appointment holding the rank of Professor, Associate Professor, Assistant Professor, or identified in their letters of appointment as Lecturer, Instructor, Assistant Instructional Professional, Instructional Professional, Academic Professional, Administrative Staff, Teaching Assistant, Faculty Associate, Graduate Teaching (or Research) Assistant, Research Assistant or Associate, Research Faculty, Emeritus Faculty, Visiting Faculty, or Adjunct Faculty.

School Faculty: The School Faculty is the governing body of the School. Its membership includes only faculty on tenure or tenure-track lines. These are the only faculty with voting privileges.

C. Relation to College, University, and Board of Regents

If any policy or procedure in these by-laws should be found to conflict with policies or procedures of (a) the College of Public Programs, (b) Arizona State University, or (c) the Arizona Board of Regents, the policies and procedures of the latter three bodies shall take precedence.

D. Responsibilities and Authority of the Faculty
The School encourages its tenured and tenure track faculty members to achieve a healthy balance in their commitments to teaching, research, and service, all of which are viewed as integral and necessary parts of the University's mission and purpose. All members in the School share in the responsibility for its success. In general, the faculty advises and the director recommends to the Dean on matters of policy, personnel and curriculum. In addition to their teaching responsibilities, faculty members share in the leadership responsibilities outlined below.

All school officers (chairpersons of school committees) must be members of the School Faculty. If an officer is to be on leave for one semester during a term of office, a replacement may be appointed to serve in the position for the one semester. However, if an individual is to be gone for two semesters, a replacement will be elected or appointed, as appropriate.

1. **Director of Graduate Studies**

The Director of Graduate Studies is to be a tenured faculty member appointed by the School Director with the expectation that the individual will serve for three years or more. For Responsibilities:

- Chairing the Graduate Committee
- Coordinating school activities with the Graduate College
- Coordinating the schedule of courses for the doctoral program
- Directing the recruitment and admission of graduate students
- Assisting with the placement of graduate assistants
- Serving as temporary advisor to graduate students before their supervisory committee is established
- Directing any other activities related to the graduate program as assigned by the director

2. **Director of the Master’s Programs**

The Director of the Master’s Programs is to be a member of the tenured faculty and is appointed by the School Director with the expectation that they will serve a three year term or more. Their responsibilities include:

- Serving as a member of the Graduate Committee
- Coordinating the schedule of courses for the master’s programs
- Providing administrative leadership to master’s programs including strategic planning, recruitment, working with the administrative staff and directing any other activities related to the master’s program as assigned by the Director in coordination with the Director of Graduate Studies.
4. **Academic Senator**

The School’s Academic Senator will be elected for a three-year term in the spring of the year preceding the beginning of service. Responsibilities include:

- Attending Academic Senate meetings or arranging a substitute
- Representing the interests of the School through the Academic Senate
- Bringing university and Academic Senate concerns back to school faculty
- Participating on Academic Senate committees as appropriate

5. **Undergraduate Director**

The director appoints the Undergraduate Director with the expectation that they will serve a three year term or more. This individual will be a tenured faculty member. Responsibilities include:

- Chairing the Undergraduate Committee
- Providing administrative leadership to the undergraduate programs including strategic planning, recruitment, working with the administrative staff and directing any other activities related to the undergraduate program as assigned by the Director
- Serving as a liaison with the advising staff.

E. **Responsibilities and Authority of the Director of the School**

The Director of the School is responsible for the efficient execution of university policies and for overall leadership of the unit, but shares this responsibility with members of the faculty and staff through consultation, committee structures and responsibilities, and other democratic procedures. Recommendations made by the faculty and staff are advisory to the director, who is ultimately responsible for the successful management of the School.

The director is appointed by the provost on the recommendation of the College Dean and with the advice of the faculty. He or she serves at the discretion of the dean and the provost.

General responsibilities of the director are outlined in the ACD 102. More specific school responsibilities include:

- Continuing critical review of school objectives, programs and priorities
- Assigning or approving the teaching, service duties and research activities of faculty members
Appointing faculty to committees and offices except as prescribed in these bylaws

- Recommending faculty for service on non-elected college and university committees
- Reviewing annually in writing and discussion the academic performance of all faculty members and academic professionals
- Recommending merit, equity, and market salary adjustments
- Ensuring efficient use of school resources including secretarial assistance, computer resources, travel budgets, research funds, and research and teaching assistants
- Keeping faculty informed of developments and issues likely to affect their academic welfare

F. Faculty Resolutions

This term shall apply to those actions taken by the faculty as a whole. Resolutions upon adoption and approval of the director shall become official policy of the School. A resolution shall be valid if approved by a majority of those voting at a duly announced meeting of the faculty or if approved by those faculty members who respond by a specified time to a call for a written response, assuming in either instance that the quorum requirement is satisfied. All resolutions shall take effect immediately upon approval of the director, unless specified otherwise or if other levels of approval are required.

II. Voting Membership of the School

School voting is restricted to members of the School Faculty unless it is decided by a 2/3 majority vote of a quorum of the School Faculty that a particular issue is of enough concern to the whole school that all members should be invited to vote. Individuals on unpaid leaves do not have voting rights in the school and individuals on sabbatical retain their voting rights ( ). A quorum is fifty percent or more of the members of the School faculty.

III. Meetings of the Faculty

A. The director calls and conducts a faculty meeting at least once a semester. Unless specified by the director that the meeting is a School Faculty meeting, all members of the School (as outlined above) are invited to attend and to submit items to the director for possible placement on the agenda. Except in an emergency, the director will announce meetings at least one week in advance and such announcements may be made by electronic means and electronically distribute the agenda at least 48 hours in advance. The director must place an item on the agenda if he or she receives a request in writing signed by four or more of the members of the School Faculty.
B. In most matters put to a vote, the decision can be made by a simple majority. (Exceptions include the changing of these by-laws which requires a 2/3 vote of the School Faculty present at the meeting.) Depending on the matter at hand, voting may be by unanimous consent, voice vote, or by ballot. The request by any voting member that a ballot be used for a particular issue should be honored. If a ballot is used, the results will be counted by a tellers committee appointed by the director. The results will be announced to the faculty once the tellers committee has concluded its count. The ballots will be destroyed after the results are announced.

Proxy votes from people not present to hear the discussion will not be allowed. Members of the School Faculty who are on sabbatical leave or on other paid leaves (including faculty members away from the School because they are serving as central administrators) may vote if they have been present at the meeting to hear the matter discussed.

C. The director will conduct the meetings according to the general principles espoused in the latest edition of Robert's Rules of Orders. Equally important to parliamentary procedure is a spirit of collegiality and mutual respect. If there are procedural disagreements, the school secretary/parliamentarian will consult with the director to settle the dispute. For elected standing committees, representatives will be elected annually by a vote of the eligible faculty. Membership will be filled for the Executive, Promotion and Tenure and Search Committees in that order.

IV. Committees

A. Standing Committees

The committees for the next academic year shall be constituted at the last faculty meeting of the Academic Year. Whenever possible, assistant professors will serve on only one committee.

1. Promotion and Tenure Committee

   a. Membership: Elected by the tenured faculty members of the School. The committee must include three full professors and at least two Associate Professors.
      i. Committee Chair to be selected from among Committee members
   b. Size: 5 full-time SCCJ faculty members at or exceeding proposed rank
   c. Term: 2 years (staggered)
   d. Duties: Make recommendations regarding applications for 3rd year review, tenure, and promotion. This committee will convene a meeting of all eligible faculty to discuss the qualifications of each candidate for third year review, tenure and/or promotion, and be informed by that discussion and possible vote in drafting a letter of recommendation to the Director.
   e. Additional Notes
      i. There will be no student representatives or staff on this committee
2. Executive Committee

a. Membership: Elected by full-time SCCJ faculty members
   i. Highest vote getter at each rank will be elected to the committee and the
      next highest overall tenured vote getter will be the fourth member of the
      committee.
   ii. Committee Chair elected by committee members
b. Size: 4 members, 1 from each rank (when possible), 3 of whom must be tenured
c. Term: 1 year
d. Duties: Review and advise the Director on applications for Sabbatical Leaves;
   Annual Merit Review, special projects, faculty grievance
e. Additional Notes
   i. There will be no student representatives or staff on this committee

3. Faculty Search Committee

a. Membership: Elected by School Faculty
   i. Committee Chair appointed by School Director
b. Size: 3 full-time SCCJ faculty members (each rank represented when possible
   and 2 Ph.D. students (non-voting)
c. Term: 2 years (staggered)
d. Duties: Screen job applicant files, actively participate in the candidate
   interview process, help identify faculty recruits, assist in planning
   colloquiums and other relevant recruitment activities.

4. Graduate Committee

a. Membership: Director of Graduate Studies, Director of the Master’s Program,
   and Appointments by
   School Director
   i. Director of Graduate Studies will serve as Committee Chair
b. Size: Director of Graduate studies, Master’s Director, and 3 full-time SCCJ
   faculty members (1 from each rank when possible)
c. Term: 2 years (staggered)
d. Duties: Ph.D. program admissions, MS program admissions, graduate student
   grievances, Ph.D./Master’s curriculum issues, funding, scholarships and awards,
   and the like.
e. Additional Notes
   i. No student representatives or staff members will vote on this committee
      but such may be invited to attend as appropriate.
   ii. Appointments by School Director should be made in consultation with
       Committee Chair (the Director of Graduate Studies)

5. Undergraduate Committee
a. Membership: UG Director, and Appointments by School Director
   i. UG Director will serve as Committee Chair
b. Size: UG Director, Honor’s College Liaison, and 3 full-time SCCJ faculty members (1 from each rank when possible)
c. Term: 2 years (staggered)
d. Duties: UG curriculum issues, undergraduate student grievances, scholarships and awards, and the like.
e. Additional Notes
   i. There will be no student representatives or staff on this committee
   ii. Appointments by School Director should be made in consultation with Committee Chair (UG Director)

6. PhD Comprehensive Exam Committee

a. Membership: Appointed by School Director
   i. Committee Chair appointed by School Director
b. Size: 4 full-time SCCJ faculty members (each rank represented when possible)
c. Term: 2 years (staggered)
d. Duties: Write, administer, and grade comprehensive exams
e. Additional Notes
   i. The exams written in consultation with the Director of Graduate Studies
   ii. There will be no student representatives or staff on this committee

C. Ad Hoc Committees

1. The director is authorized to appoint ad hoc committees as needed by the School, for example, an accreditation review committee or a building committee. The director will attempt to include diverse faculty representation on such committees. Depending on the nature of the task, the director will appoint a committee chair or ask that the members elect a chair.

V. Tenure and Promotion Guidelines

I. INTRODUCTION

For tenure and promotion (T&P) to Associate Professor and to Professor in the School of Criminology and Criminal Justice, the following is a supplement to Arizona State University’s tenure and promotion guidelines as found in the ACD Manual and Personnel Policies Standing Rules adopted by the College of Public Programs.

II. TENURE AND PROMOTION TO ASSOCIATE PROFESSOR
As a prerequisite for tenure consideration, a candidate must demonstrate a record of conduct consistent with the Code of Ethics (ACD 204-01) and Standards of Professional Conduct for Faculty Members and Academic Professionals (ACD 204-02) at Arizona State University. Furthermore, nothing in these guidelines shall be construed as infringing upon academic freedom or faculty rights to free expression.

Candidates for tenure and promotion to the rank of Associate Professor must demonstrate a record of excellence and the promise of continued excellence in scholarship, teaching, and good performance in service. While there is no single model for what constitutes a record worthy of tenure and promotion, the following criteria serve as general guidelines.

A. Scholarship

Excellence in scholarship is reflected in a research record that has garnered national (or international) recognition and evidences both an independent research agenda and a recognizable impact on the field. Indicators of these criteria may vary, but include the following:

1. Scholarly Independence

   a. A significant roster of sole-authored and/or first-authored publications in peer-reviewed journals.
   b. A coherent substantive thread(s) running through the published work that is also produced independently from one’s dissertation advisor/committee.

2. Scholarly Impact

   a. Primary Indicators:

      1. An extensive body of high-quality, peer-reviewed published work. Candidate records for tenure and promotion should be comparable to recent, successful cases in both the School of Criminology and Criminal Justice at Arizona State University, as well as in Criminology and Criminal Justice departments at peer institutions. Successful tenure and promotion cases are generally characterized by consistent contributions to the peer reviewed literature in the field. The body of work should have significant impact on the field. Though a candidate's entire record of published work is considered in the tenure and promotion decision, primary emphasis is placed on the level of productivity during the tenure-track years at ASU.

      2. A candidate’s published work should have appeared consistently in the leading peer-reviewed outlets of general interest as defined by the field (e.g., Justice Quarterly, Criminology, Journal of Research in Crime and Delinquency,
a. A candidate’s published work may also have appeared in any top-tier disciplinary journals (e.g., *American Sociological Review, American Journal of Public Health, American Political Science Review*), or in publications of distinction (*Crime and Justice*), provided that the substantive focus of the published work relates to criminology and/or criminal justice.

b. Additional Indicators:

1. Strong emphasis will be placed on external letters indicating that the candidate’s research has established them as a leading scholar in the field. A sufficient number of letters should be obtained from scholars at ASU peer or aspirational peer institutions who are free of conflicts.
2. Books published by a scholarly press (e.g., university and academic presses).
4. Publications in well-respected specialty peer-reviewed journals (e.g., in policing, courts, corrections, and so on).
5. Evidence of significant successful grant activity (e.g., number, prestige, and/or amount of award) and involvement in funded research.
6. Highly cited works and overall citation impact (e.g., in ISI, Google Scholar, or other relevant database).
7. Awards/recognition from the University and/or professional organizations for research/scholarship.

**B. Teaching**

Excellence in undergraduate and graduate teaching as reflected in such activities and measures such as the following, some of which may overlap with research and service criteria (candidates are not expected to have completed all of these activities):

1. Student course evaluations and/or peer reviews of teaching.
2. Graduate student mentorship and placement in academic and/or research positions.
3. Course development and redevelopment. During the probationary period it is ideal to teach between three and five different courses. This demonstrates the value of the candidate as a teacher to the school.
4. Guest lecturing and participation in courses/seminars at ASU and (particularly) elsewhere.
5. Publication and/or conference participation in collaboration with graduate students.
6. Doctoral student mentorship (e.g., serving as dissertation advisor or committee member) and placement in academic and/or research positions.
7. External funding for support of instructional activities.
8. Teaching awards.
9. Graduate student recruitment.
10. Research and scholarship related to teaching and curriculum development.
11. Supervising independent studies/extracurricular reading and/or conference projects.
12. Attending or conducting pedagogical training or workshop sessions.
13. When applicable, a candidate’s teaching contributions from other Universities may be considered.

C. Service

Excellence in service to the School, the College, the University, the profession and the community, as reflected in the quality and quantity of contributions in such activities as the following:

1. Participation in School activities, including meetings, recruitment, and work with graduate students.
2. Graduate student mentorship.
3. Undergraduate student mentorship.
4. Editorial board memberships, peer-review activity for journals, book presses, and/or grant funding agencies.
5. Membership and/or positions in professional associations.
6. Applied research reports for governmental or community agencies and organizations.
7. Administrative tasks and positions as appropriate.
8. Participation in College, and/or University committees.
9. Scholarly presentations to the University or public.
10. Academic advising or advising of student groups.
11. Media interviews or commentary that advance the mission of the school.
12. Exceptional quality of service should be assessed primarily in relation to service to the profession or the public.

III. PROMOTION TO PROFESSOR

Full Professor is the highest academic rank in the School and should be conferred only on those who have established a record of eminence in the field. Time in rank is not a sufficient condition for promotion; instead, promotion to Professor is based on a candidate’s cumulative record and having obtained a reputation as an eminent scholar in the field.

Promotion to the rank of Professor will depend upon the demonstration of sustained effectiveness in all three areas outlined above (scholarship, teaching, and service) with an emphasis on scholarship and teaching. While there is no single model for what constitutes an eminent record, the following serve as general guidelines:
A. Scholarly Productivity

This can first be evidenced by an extensive body of published work in leading peer-reviewed journals and/or scholarly presses (a significant portion of which must have been produced after promotion to Associate Professor). Candidate records for promotion should be comparable to recent, successful cases in both the School of Criminology and Criminal Justice at Arizona State University, as well as in Criminology and Criminal Justice departments at peer institutions.

B. Scholarly Impact

1. Evidence of scholarly eminence can be indicated—among other things—in the degree to which one’s published work is cited in the scholarly literature. This can be substantiated primarily through ISI citation counts (with additional information gleaned from other search databases such as Lexis-Nexis, Google Scholar, etc.), which should indicate a high level of scholarly influence on the field in terms of both overall citations and consistency of publication of highly cited works.

2. Other indicators include national research awards, success in obtaining highly competitive external grants, published reviews of one’s work, evidence that one’s work has been adopted in graduate education and training, editorships and service on prestigious editorial boards, and citation to one’s work in major media outlets.

3. Strong emphasis will be placed on external letters indicating that the candidate’s research has established them as a leading scholar in the field. A sufficient number of letters should be obtained from scholars at ASU peer or aspirational peer institutions who are free of conflicts.

4. Candidates to Professor should demonstrate evidence of successful graduate student (particularly doctoral student) mentorship; indicators could include successfully chairing graduate student committees, assistance to students seeking fellowships, grants, or awards, and the successful placement of students in academic/professional positions.

5. Promotion to Professor should be conferred only to those who have had an impact on the field, in a national and, where appropriate, international context. Such individuals should be regarded among the leading experts in their field.

VI. Procedures for Amending the By-Laws

These by-laws and school policies and procedures may be amended by a two-thirds vote of those faculty members present at a school faculty meeting, provided that a copy of any proposed amendments has been made available to all voting faculty members at least one week prior to the meeting and the time entered on the agenda of the faculty meeting. Proposals for changes to the bylaws can be made by a minimum of one quarter of the members of the voting faculty. It is the
responsibility of the director to maintain an up-to-date version of the by-laws and school policies and procedures reflecting all changes and amendments.