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| **College** | **Barrett, the Honors College** |
| **Unit** |  |
| **Document** | **Bylaws** |

**Unit and college approval**

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**Provost office approval**

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

**Arizona State University**

**Barrett, The Honors College**

**Bylaws**

# Mission Statement

We are a community of interdisciplinary scholars, caring mentors and committed faculty. We represent a powerful and unique combination of the special care and attention an honors student should expect in academics and mentoring from an excellent residential liberal arts college with the vast program choice and research mentoring resources of a vibrant research university. As members of the honors faculty, we are unwavering in our purpose: to promote and enable the very best education possible for intellectually-engaged students from Arizona, from the United States and from the world.

# Preamble

This document contains the bylaws of Barrett, The Honors College at Arizona State University and supersedes any previous documents addressing that purpose. These bylaws are binding upon members of the academic unit (ACD 111-02). If members of the academic unit wish to deviate from procedures outlined in this document they must go through the amendatory procedures defined below in article XII. If one portion of the document becomes invalid or comes in conflict with policy as defined within the ACD, the rest of the document remains in force.

# Multiculturalism Statement

Barrett, the Honors College at Arizona State University, is committed to creating a multicultural learning environment, which is broadly defined as a place where human cultural diversity is valued and respected. Barrett courses integrate multicultural and diversity issues in ways that are designed to enhance students’ honors experience and promote learning goals. We hope that our students will contribute their unique perspectives to this effort by respecting others’ identities and personal life histories and by considering and raising issues related to multiculturalism and diversity as appropriate to individual course content.

# Article I – Name of Organization

The primary unit of faculty governance within Barrett, the Honors College (henceforth BHC) is the Barrett Faculty Assembly.

# Article II – Purpose

The purpose of the Barrett Faculty Assembly is to provide an organizational vehicle for the faculty to share the responsibilities and obligations of governance and administration of the University, as provided for in the Conditions of Faculty Service (ACD 501).

# Article III – Membership

Section 1. The Barrett Faculty Assembly includes, as voting members, all Honors Faculty and Honors Faculty Fellows across all Barrett campuses with the rank of Teaching Professor, Associate Teaching Professor, and Assistant Teaching Professor with full time (100% FTE) status and at least 50% appointment in the BHC (ACD 505-02).

Section 2. Honors Faculty and Honors Faculty Fellows are those Teaching Professors, Associate Teaching Professors, and Assistant Teaching Professors who form the academic core of Barrett, the Honors College. Their service to the college and its students includes teaching and service responsibilities such as the following:

* 1. Teaching both portions of Barrett's signature seminars, The Human Event andHistory of Ideas, along with other specially designed interdisciplinary seminars both in Barrett and in other academic units.
	2. Developing and running special honors study abroad programs and helping other departments to design programs geared towards honors students.
	3. Mentoring students throughout their time in the BHC via independent studies, individual conferences, theses, and related forms of scholarly achievement.
	4. Collaborating with students in research and creative activities.
	5. Obtaining grant funding, developing, and administering program initiatives of the BHC and of the university by partnering with other academic units.
	6. Guiding students into internships and community service opportunities, implementing special scholar programs, and advising students in university-wide academic organizations and in areas of their expertise.
	7. Playing a central role in college governance by envisioning and implementing what is best for the BHC and its students.

Section 3. Faculty members who are on an authorized leave of absence do not have voting rights during their leave.

Section 4. At the discretion of the Faculty Chair, other members of the faculty including part-time faculty, adjunct faculty, emeriti faculty, visiting faculty, and year-to-year academic professionals may be invited to participate in discussion of issues before the Faculty Assembly. Such individuals will not vote on the issues under discussion.

# Article IV – Duties of the Chair of the Faculty Assembly

Section 1. The Chair of the Faculty Assembly, which is also the Faculty Chair, shall prepare an agenda for all meetings of the Faculty Assembly and preside over these meetings.

Section 2. The Chair of the Barrett Faculty Assembly shall be responsible for: notifying all members in advance of each meeting; keeping and disseminating the minutes of each meeting; and such other duties which the Barrett Faculty Assembly shall, through proper and due process, assign.

Section 3. The Chair of the Barrett Faculty Assembly shall call special faculty meetings according to the conditions specified in Article V, Section 3. In addition, the Office of the Dean may call a meeting of the Barrett Faculty Assembly as needed.

Section 4. If the Chair of the Barrett Faculty Assembly cannot attend a scheduled meeting, a temporary Chair will be selected by the acting Chair prior to the meeting.

# Article V – Faculty Assembly Meetings

Section 1. The regular Barrett Faculty Assembly meetings shall be held monthly beginning in September and ending in May.

Section 2. The Barrett Faculty Assembly shall meet for its mandatory annual retreat within the week before the start of fall semester.

Section 3. Notice of the time, place, and purpose of every regular meeting shall be given to each member of the faculty. Regular meetings require at least 5 working days notice before the meeting. Notification will be made in writing or may be done electronically.

Section 4. The presence of a simple majority of the Barrett Faculty Assembly shall constitute a quorum.

Section 5. The agenda of the meeting must include voting on acceptance of the minutes from the previous meeting.

Section 6. Any member of the Barrett Faculty Assembly may have an item of business placed on the agenda by notifying the Faculty Chair prior to the distribution of the agenda, one week before the meeting.

Section 7. Any action may be taken by a simple majority vote of the members at the meeting at which a quorum is present. This article establishes the default procedural rule for cases where these bylaws provide no alternative procedure and Robert’s Rules are inapplicable (either by their terms or because the applicable portion(s) has been repealed by the faculty).

Section 8. Voting shall be done by secret ballot.

Section 9. All Honors Faculty and Honors Faculty Fellows are expected to attend all Barrett Faculty Assembly meetings as part of their service to the BHC.

# Article VI – Committees

Section 1. Committee work in Barrett, The Honors College shall be carried out by both standing committees (listed below) and *Ad Hoc* committees (see Section 7):

1. Faculty Personnel Committee
2. Faculty Curriculum Committee
3. Faculty Travel Programs Committee
4. Faculty Mentoring Program Committee
5. Promotion Committee
6. Community Dialogues Committee
7. Bylaws Committee

Section 2. The recommendations of the Standing Committees, and the subsequent recommendation of the faculty as a whole to the Office of the Dean or the Dean’s designee, carries the full weight of a deliberative decision made by the Barrett Faculty Assembly as a whole in accordance with their responsibilities for unit governance outlined in ACD 203-01 and in these bylaws.

 Section 3. Standing committees appoint subcommittees as they see fit.

 Section 4. The Faculty Chair, in consultation with individual faculty, assigns committee roles and service responsibilities for the coming academic year. Committee memberships and responsibilities shall be in conformance with the policies contained in the BHC College Manual of Policies and Procedures.

Section 5. The Chairs of all BHC committees, and all representatives to University Committees, shall report to the Barrett Faculty Assembly monthly during the academic year. Reports shall be made orally and by distribution of minutes and/or other relevant documents to all faculty members.

Section 6. All *ad hoc* committees shall be established by vote of the Barrett Faculty Assembly. Membership and size of specific *ad hoc* committees shall be set by Honors Faculty and Honors Faculty Fellows, depending on the purpose of the committee. *Ad hoc* committees are dissolved upon the completion of the committee's assigned task(s) and the delivery of any final report or recommendation to the Faculty Assembly.

Section 7. The Office of the Dean of the BHC can form a committee when the need arises.

# Article VII – Description and Duties of the BHC Faculty Chair and Associate Faculty Chair

Section 1. The Faculty Chair is voted on by the majority of the faculty and a recommendation is made to the Office of the Dean who officially appoints the new Faculty Chair. The term of Faculty Chair is up to three years and is renewable. Voting for a new Faculty Chair should be carried out by secret ballot during a regular faculty meeting in the spring semester prior to the academic year in which the new Faculty Chair will be serving. Voting will be conducted in accordance with ACD 111-01.

Section 2. Duties of the Faculty Chair of the BHC include, but are not limited to: reporting to the Office of the Dean with recommendations from all the faculty committees; overseeing scheduling of honors classes; evaluating faculty performance (see article IX, section 6); consulting with the Office of the Dean to determine faculty raises, the quality of curriculum and the curriculum structure, and how to integrate with other academic units; and representing the BHC at appropriate university events.

Section 3. In addition, this leadership role includes fulfilling the responsibilities outlined in ACD 105.

Section 4. The Faculty Chair nominates three people to serve as Associate Faculty Chair, and the candidate who receives the most votes from the Barrett Faculty Assembly will be named Associate Chair. The term of Associate Faculty Chair is up to three years and is renewable. The vote will take place within one month after the election of the new Faculty Chair.

Section 5. Duties of Associate Faculty Chair of the BHC include but are not limited to: working with the administration in scheduling classes for each semester; keeping and disseminating the minutes of each meeting; attending regular meetings with the Faculty Chair and Office of the Dean; representing the BHC at appropriate university events.

# Article VIII – Appointment of Personnel

Section 1. The Office of the Dean of the BHC shall initiate the process of faculty or academic professional appointments in accordance with the procedures and policies outlined in ACD 505-06. The Faculty Chair consults with the Office of the Dean as to the parameters of the search and transmits this information to the faculty before the search committee is constituted.

Section 2. The Barrett Faculty Assembly elects the Chair of the Search Committee by vote and submits their recommendation to the Office of the Dean for approval.

Section 3. The Chair of the Search Committee must be an Honors Faculty or Honors Faculty Fellow who has previously served on a search committee. In accordance with ACD111-01 the Search Committee Chair must be appointed by the Faculty Chair and Office of the Dean.

Section 4. At least 50% of the members of the Search Committee will be Honors Faculty and Honors Faculty Fellows. These members of the search committee will be elected by the Barrett Faculty Assembly.

Section 5. Candidates invited to visit the BHC shall be interviewed formally by the Search Committee; a representative of the Office of the Dean, the Faculty Chair, and the general faculty. Candidates will be encouraged to meet with as many faculty members as possible.

Section 6. After all candidates have visited, the Honors Faculty and Honors Faculty Fellows will meet with the Search Committee to discuss the suitability of the candidates. Prior to this meeting, individual Honors Faculty and Honors Faculty Fellows are encouraged to submit written comments about the strengths and weaknesses of the candidates to the Chair of Search Committee.

Section 7. Following agreement by the Search Committee, the Chair of said committee shall send their recommendation to the Faculty Chair. The Faculty Chair will send the committee’s recommendations as well as a letter of support or dissent to the Office of the Dean for review and approval.

# Article IX – Evaluation of BHC Faculty

Section 1. Annual performance evaluations of the BHC faculty are conducted according to the procedures in the document “Annual Review Procedures.”

Section 2. All probationary and non-probationary faculty are reviewed annually as specified in the ACD 506-10 and the “Annual Review Guidelines.” The purpose of these reviews is to provide guidance on the individual's progress. The portfolio must be submitted to the Chair of the Faculty Personnel Committee.

Section 3. The Faculty Personnel Committee evaluates the Honors Faculty and Honors Faculty Fellow’s teaching, contributions to the BHC, and professional development, and forwards its evaluation to the Faculty Chair, who uses the committee review to inform their own independent evaluation. If the Honors Faculty has an administrative assignment, the supervisor gives a written evaluation of that work to the Faculty Chair. The Faculty Chair writes the Honors Faculty and Honors Faculty Fellow’s annual review letter and provides the annual performance ratings. The Faculty Chair forwards their evaluation to the faculty member as well as to the Office of the Dean, which then uses the annual performance ratings when making merit-based salary adjustments.

Section 4. Appeals of annual performance ratings must be filed with the Faculty Chair, in writing, within thirty working days of receiving notification of evaluation results. If the appellant isnot satisfied with the Faculty Chair’s response, the next recourse is to appeal to the Office of the Dean. The final level of recourse is to take the appeal to the Governance Grievance committee of the Faculty Senate if there is a procedural or discriminatory issue at stake.

# Article X – Promotion Policies

Section 1. All evaluations for promotion to Associate Teaching Professor or Teaching Professor shall be conducted according to ACD 506-05 and the document “Promotion to Associate Teaching Professor and Teaching Professor Guidelines.”

Section 2. If promotion is denied, the Honors Faculty or Honors Faculty Fellow may apply again. Continuing appointment status is not affected.

# Article XI – Standards of Notice of Non-reappointment

Section 1. A faculty member should be explicitly informed of the decision not to renew an appointment according to the timetable set by the university (ACD 508-01) in order to allow the faculty member time to seek alternative employment.

# Article XII – Adoption and Amendment of the Bylaws

Section 1. These Bylaws will become effective upon approval by at least two-thirds of the Barrett Faculty Assembly in a secret ballot and upon approval by the Office of the Dean and the Provost.

Section 2. Any member wishing to propose alteration, amendment, or adoption of Bylaws must provide at least one month’s written notice to all members prior to the meeting at which such changes will be considered.

Section 3. The Bylaws may be altered, amended or repealed and new Bylaws may be voted on by a two-thirds majority of the Barrett Faculty Assembly present at meetings in which it was clearly stated in advance that Bylaws would be discussed and at which there is a quorum.

# Article XIII – Parliamentary Authority

Section 1. The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern the BHC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules the BHC may adopt.