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| **College** | **Edson College of Nursing and Health Innovation** |
| **Unit** | **N/A** |
| **Document** | **Bylaws of the Academic Assembly** |

**Unit and college approval**

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



**BYLAWS OF THE**

**ACADEMIC ASSEMBLY**

**October 2022**

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**Arizona State University**

**Edson College of Nursing and Health Innovation**

**Bylaws**

## PREAMBLE:

The Faculty of the Edson College of Nursing & Health Innovation (hereafter, Edson College or

the College) at Arizona State University (ASU), through these bylaws, provides the

organizational procedures and protocols 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 and other

policies of the Board of Regents, and the Arizona State University Faculty constitution

and Bylaws and 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 in the aforementioned documents and policies shall prevail. This

document hereby creates the Edson College of Nursing & Health Innovation

Academic Assembly.

In discharging its responsibility, the Academic Assembly shall be a collective voice for its members and be empowered to recommend on all matters of educational policy, faculty grievance, faculty personnel, and all other matters affecting the role of faculty governance in the College. This shall be accomplished in a manner that assures the coordination and continuity of its affairs and promotes maximum communication and cooperation between the faculty and administration.

## ARTICLE I: NAME OF ORGANIZATION

Members of the faculty of Edson College participate in the shared governance of the College through the Academic Assembly and provide advice and counsel to the Dean for carrying out the work of the College.

## ARTICLE II: MEMBERSHIP OF THE ACADEMIC ASSEMBLY

1. The Academic Assembly includes voting and non-voting members, defined in the ACD Manual 112-01, 505-02, and 505-03.
2. Voting members are full-time faculty members (tenure track and non-tenure tracks) with ranks of professor, associate professor, assistant professor, ranked instructional faculty, professor of practice, research professor, and academic professionals with full-time (budgeted at least 50% time or more in the College) multi-year, probationary or continuing appointments.
3. Non-voting members are others who are affiliated with the College, including instructors, faculty associates, and adjunct faculty.
4. Faculty members who are on leave of absence, including sabbatical leave, do not have voting rights during their leave. Faculty members who are serving in central administrative assignments have voting rights in the College as long as at least 15% of their assignment remains in the College.
5. At the discretion of the Chair of the Academic Assembly, other faculty members, including part-time faculty, adjunct faculty, emeriti faculty, and graduate assistants, may attend the open meetings of the Academic Assembly. At the discretion of the Chair of the Academic Assembly, staff may attend open meetings of the Academic Assembly. These individuals may be invited to participate in discussion of issues before the Assembly but do not vote or can make motions.

## ARTICLE III: RIGHTS AND RESPONSIBILITIES

The Academic Assembly shall possess all the rights, privileges, and prerogatives conferred upon it by the Arizona Board of Regents, the university administration, and the governance documents of Arizona State University.

1. The responsibilities of the Academic Assembly, in consultation with the Dean, include but are not limited to the following:
	1. Recommend educational procedures, protocols, and policies for the Edson College of Nursing & Health Innovation, which are consistent with Arizona State University policies.
	2. Recommend criteria for faculty appointment; retention; promotion; tenure; dismissal; sabbatical leave, and emeritus status.
	3. May participate in selecting the Deans, Academic Faculty, and Academic Professionals.
	4. Report and recommend on the deliberations of its standing, task force, and program forums.
	5. Recommend procedures, protocols, and policies governing the distribution of effort and teaching assignments in all programs during the respective academic or calendar years, summer sessions, and related workload concerns.
	6. Develop and implement approved curricula and evaluate and revise the curricula for the College's academic programs.
	7. Faculty-shared governance decision-making authority, as documented in ACD 111, rests with the Academic Assembly, as provided for in ACD 112.01.
	8. All other issues impacting faculty, such as new programs, standards, procedures, protocols, and policies, shall be brought to the Academic Assembly of the College for faculty vote of support.
	9. Recommend requirements for matriculation and for awarding or conferring of degrees.
	10. Encourage each member of the faculty, staff, and student body to actualize their potential in professional and academic development.
	11. Formulate and recommend procedures and protocols for students' academic discipline consistent with University and professional practice policy.
	12. Recommend expectations for teaching and evaluation of both faculty and student achievement.
	13. Provide services to the University, the professional disciplines represented in the College, and the community through consultation, clinical practice, teaching, research, and other creative and scholarly endeavors, as appropriate.
	14. Explore other matters of concern to the Academic Assembly and Edson College.

## ARTICLE IV: OFFICERS

1. The officers of the Academic Assembly shall be a Chair, a Chair-elect, Secretary, and a Parliamentarian.
2. Election of officers: Elections of officers shall take place during the final meeting of the Spring Semester of each year
3. The Chair-elect shall be elected annually by the Academic Assembly for one year as Chair-elect and one year as Chair.
4. The Secretary shall be elected bi-annually for a term of two-years.
5. The Chair appoints the Parliamentarian for a one-year, re-appointable, term.
6. The service of elected and appointed officers can be in lieu of bylaws standing committee service.
7. The Chair-elect shall succeed the Chair at the end of their term of office. If the Chair cannot complete their term the Chair-elect will assume the remaining term of the Chair before completing their term.
8. Election of Chair-elect will alternate yearly between tenure track and clinical track.
9. Functions of the Officers:
	1. The responsibilities of the Chair are to:
		1. serve as an advocate for shared faculty governance;
		2. preside at all meetings of the Academic Assembly;
		3. prepare the agenda for all meetings, communicate all actions of the Academic Assembly to the Dean, and oversee the archive of official minutes of the Academic Assembly;
		4. function as faculty representative to the executive leadership team;
		5. according to established procedures and protocols, fill unexpected committee vacancies for the remainder of the term of office;
		6. compile an annual report to be disseminated by the

end of the academic year to the members of the Academic Assembly and the Dean. The annual report will include summaries submitted by all Academic Assembly standing committees, and task forces;

* + 1. the summaries will include: a) a list of members of the aforementioned groups; b) purpose and functions of the aforementioned groups; c) major decisions of the aforementioned groups, and d) recommendations for consideration and future activity of the groups mentioned above;
	1. The responsibilities of the Chair-elect are to:
		1. preside over meetings of the Academic Assembly in the absence of the Chair;
		2. in collaboration with the Chair of the Academic Assembly, propose an annual slate of faculty nominations for the Chair-elect and Secretary positions, for anticipated vacancies on standing committees and faculty senator positions;
		3. ensure that the criteria for committee membership as stated in the bylaws are upheld;
		4. facilitate diverse representation on committees;
		5. provide for continuity in committee membership consistent with the concept of staggered terms of office and appointments to fill committee vacancies;
		6. nominate faculty members to serve on a task force and forward these nominations to the Chair of the Academic Assembly, who makes the appointments.
	2. The Secretary, in conjunction with support staff, in consultation with the Chair, will:
		1. compile and communicate all decisions that affect procedures and protocols to members of the Assembly;
		2. edit and publish to a designated Academic Assembly location all documents necessary for the deliberations of the Academic Assembly. Including, but not limited to, the agenda for each meeting, minutes from previous meetings, reports, and action items;
		3. make arrangements, as necessary, for Academic Assembly meetings to be available electronically to faculty;
		4. arrange for ballots of election to be disseminated to voting members of the Academic Assembly and arrange for the tabulation of the votes by at least one other faculty member not on the slate within one week after ballots are due;
		5. identify officers of the Academic Assembly, new committee members, and senator(s), based on a simple majority of votes;
		6. in the event of a tie between two candidates, for any office, flip coin to determine the winner. In the event of a tie with three or more candidates running for a position, a run-off election ballot will be prepared, with the names of the candidates who tied in the voting, and distributed to voting members of the Academic Assembly;
		7. report the results to all faculty members within a timely manner of tabulating the votes;
		8. submit a written report to the Chair of the Academic Assembly, stating the number of ballots distributed, the number of votes cast, the names of persons elected, and the terms of office.
		9. maintain a current roster of Academic Assembly members to be used for voting purposes. It shall be the responsibility of the Secretary to see that only eligible faculty members vote for Academic Assembly business.
	3. The Parliamentarian provides guidance to the Chair and Chair-elect of the Assembly, as requested, on matters related to parliamentary authority and procedure.

## ARTICLE V: MEETINGS

1. Meeting schedule: Regular meetings of the Academic Assembly shall be held at least twice each Semester during the Fall and Spring Semesters.
2. Agendas, minutes of the previous Assembly meeting, Dean's, Associate Dean’s, Assistant Dean’s Center Directors, Senators' and other requested reports shall be submitted to the Academic Assembly Secretary for posting to the Edson Academic Assembly site at least 5 business days before the scheduled meeting.
3. The Chair may amend the meeting agenda after it has been posted if it is in the interest of the Academic Assembly.
4. Standing agenda items may include: 1) Approval of minutes of the previous meeting 2) Reports from the members of the Executive Leadership Team of Edson College and 3) Senators' report 4) Unfinished Business 5) New Business and 6) Announcements.
5. Special Meetings of the academic Assembly may be called by:
	1. The Chair of the Academic Assembly in consultation with the Dean of Edson College, OR;
	2. The Dean of Edson College in consultation with the Chair of the Academic Assembly OR;
	3. 10% of the voting faculty may petition and call special meetings.
	4. A "Notice of Meeting" shall be disseminated to Academic Assembly members at least five (5) business days prior to the scheduled meeting.
6. The official method for notification of meetings and special meetings of the Academic Assembly is through ASU e-mail.
7. Quorum: Forty percent (40%) plus one (1) of the voting members of the Academic Assembly shall constitute a quorum at all meetings. A quorum will be established before the Assembly takes any vote.
8. Recommendations received from any Academic Assembly standing committee that require action by the body have the status of a main motion and do not require a motion from the floor or a second to be considered.
9. Methods of Voting: Any form of voting may be used at the presiding officer's discretion in Academic Assembly meetings.
	* 1. Members participating in an Academic Assembly meeting electronically are permitted to vote electronically.
		2. Proxy voting is not permitted.
10. Parliamentary Authority: The rules contained in the current edition of Robert's Rules of Order Newly Revised are the accepted parliamentary authority of the Academic Assembly and its constituents. These rules shall govern where they are applicable and when they are not inconsistent with these bylaws or the rules of Arizona State University.
11. Minutes:
	1. The minutes shall, at minimum:
		* 1. Include the names of those making motions and amendments.
			2. Include a summary of all actions taken.
			3. Be submitted in draft form to the Chair of the Assembly for approval prior to posting.
	2. Official copies of all minutes and related documents from Academic Assembly meetings shall be kept on file by the Chair of the Academic Assembly and in the office of the Dean of the Edson College.

## ARTICLE VI: COMMITTEES

1. Academic Assembly Committees are designated as:
	* 1. Standing Committees: Permanent committees of the bylaws that meet regularly.
		2. Task Forces (Ad Hoc Committees): Task-oriented committees assembled to address a specific problem, to accomplish a specific goal, or constituted to obtain Academic Assembly input related to administrative matters.
		3. Program Forums: Program Forums provide a venue for discussing issues related to the respective academic program and may participate in bringing forth initiatives that require a faculty vote.
2. Standing Committees include:
	1. Bylaws Committee
	2. Curriculum Committees
		1. Graduate Curriculum committee
		2. Undergraduate Curriculum committee
	3. Faculty Appointment and Search Committees
		1. Tenured/Tenure-Track committee
		2. Clinical Track committee
		3. Research Track committee
	4. Faculty Evaluation Process Committee
	5. Personnel Advisory Committees:
		* 1. Tenured/Tenure-Track committee
			2. Clinical Track committee
			3. Research Track committee
	6. Standards Committee
		* 1. Student Grievance Subcommittee
			2. Student Academic Integrity Subcommittee

* 1. Student Scholarship Committee
1. Membership on Standing Committees
	1. The Dean, Associate Deans, Assistant Deans, and Staff may serve on standing committees as ex-officio members unless otherwise designated in these bylaws. Ex-officio members have a voice but no vote and should not be present during discussions identified on committee agendas or when committee members vote.
	2. All committees may call ex-officio members from the faculty and staff of Edson College to assist in their charge. Ex-Officio will have voice-only for the specific question(s) posed to them by the Committee.
	3. Individuals appointed to Interim appointments as Dean, Associate Deans, or Assistant Dean will relinquish their elected committee position for the duration of their appointment. They will be eligible to resume their elected position for the remaining term at the conclusion of their appointment.
	4. Voting members of the Academic Assembly may serve on all committees of these bylaws unless otherwise stipulated in the description of the committee membership. All elected members of the committees have a voice and vote.
	5. Faculty members of the College may serve concurrently on no more than two standing committees within Edson College.
	6. Faculty enrolled in academic programs within Edson College may not serve on the Faculty Search, Evaluation, and Personnel Committees.
	7. The term of office on all committees is staggered and shall be three years unless otherwise specified in these bylaws. Elected committee members may run for re-election of a fixed-term faculty member or academic professional to a committee position does not create an expectation of continued employment for that person beyond the term of that person's appointment or impose such an obligation on ASU.
	8. Standing Committees will be composed of an odd number of voting members.
	9. Student committee representatives shall be selected through the appropriate student organization, per their bylaws.
	10. Student representatives on the Standards Committee and Subcommittees, Curriculum Committees, and Task Forces shall have voice only and no vote.
	11. According to established procedures and protocols, vacancies during the year shall be filled for the remainder of the term of office.
	12. All committees where program or rank representation is important will reflect such representation.
	13. Election to Standing Committees will occur at the final Spring semester meeting of the Academic Assembly each academic year, with service to start the subsequent Fall Semester/
	14. The Chair of each Committee will call the first meeting at the beginning of the academic year to establish the committee calendar. If there is not a designated Chair, the Chair of the Academic Assembly will appoint a committee member to convene the first meeting.
	15. There will be administrative support staff assigned to each of the Standing Committees. They will maintain archival records for each of the respective committees in accordance with Edson College and ASU regulations.
	16. Faculty members may be asked to serve on a College or University Committees not listed in this document. In these instances, faculty should receive recognition for this effort as if they were serving on an Academic Assembly Committee.
2. Chairpersons of Standing Committees
	1. Each Committee shall have a Chairperson or Co-Chairpersons and may have a Chair-elect. The term of Chairperson or Co-Chairpersons shall be for one year, with option of re-appointment, unless otherwise stated in these bylaws.
	2. The Chairperson or Co-Chairpersons and Chair-elect shall be full-time faculty members elected by the respective committees.
	3. The Chairperson or Co-Chairpersons shall ensure that a record of the minutes of each meeting, as appropriate for each Committee, is kept and that a copy of the minutes is available to each committee member, the Dean, and Academic Assembly members via electronic access.
	4. The Chairperson or Co-Chairpersons shall report to the Academic Assembly as necessary and prepare and disseminate an annual report at the end of each academic year to the Chair-elect of the Academic Assembly and the Dean.

# Academic Assembly Standing Committees

1. Program Forums
	* 1. Program Forums provide a forum for discussing all issues that impact the educational delivery of each academic program's faculty. Issues may be concerned with teaching, scholarship, service, and work environment.
		2. At the beginning of each academic year, a Program Forum meeting schedule is to be established by each of the Program Coordinators.
		3. Forum membership is constituted by all faculty members teaching in the program. Voting on forum issues rests with the eligible faculty members assigned responsibility in the respective academic programs in the current academic year. All faculty members can attend any of the Program Forums of the College and have a voice.
2. **Bylaws Committee**
3. The Bylaw Committee serves to review, amend, and ensure compliance with the Bylaws of the Edson College Bylaws.
4. The Bylaws Committee is charged with:
	1. Ensuring the Bylaws are consistent with ASU and ABOR Policy and where discrepancies exist to revise Edson College Bylaws;
	2. Providing impartial interpretation of the Bylaws when questions arise;
	3. Reviewing proposed amendments and implement revisions to the Bylaws as directed by Academic Assembly and the process laid out within these Bylaws; and
	4. Conducting a full review of the Bylaws every four years with revisions prepared during the Fall Semester the following spring semester.
5. Membership on this Committee should be at least (5) members with representation equal to the composition of the faculty college.
6. The following individuals serve ex-officio with vote: Chair of the Academic Assembly, Chair-Elect of the Academic Assembly, Secretary of the Academic Assembly, and Parliamentarian of the Academic Assembly and may count towards the committee representation in G.3.
7. **Curriculum Committees:**
8. Each curriculum committee provides leadership for developing and evaluating the respective program's curriculum. In consultation with the Dean and Program Directors, curriculum committees identify actions to improve those programs. These recommended actions will be forwarded to Academic Assembly for action.
9. Curriculum committees are charged with:
10. providing a review of proposed new courses submitted by faculty members and making recommendations to the appropriate programs.
11. providing updates on curriculum developments and support of the respective programs to the Academic Assembly.
12. conducting a systematic review of continuing courses.
13. submitting new course proposals for faculty discussion and support.
14. conducting scheduled three-year reviews of established courses as mandated in the College Systematic Plan for Evaluation.
15. reviewing all new courses or concentration proposals for consistency with program completion outcomes established by the faculty.
16. critiquing the course review criteria and process and revise as necessary.

# Undergraduate Curriculum Committee

1. The Undergraduate Curriculum Committee comprises at least seven (7) full-time faculty members with representation across Edson academic programs and primary teaching in the undergraduate academic programs. Two of these members should be Tenure/Tenure track faculty.
2. Up to two (2) student representatives (one from nursing programs and one from interprofessional programs) may serve on the Committee.

# Graduate Curriculum Committee

1. The Graduate Curriculum Committee comprises at least seven (7) full-time faculty members with representation across Edson programs and primary teaching in the graduate programs. Two of these members must be Tenured/Tenure-track faculty.
2. Up to two (2) student representatives (one from nursing programs and one from interprofessional programs) may serve on the Committee.

# Faculty Appointment and Search Committees

1. Faculty Appointment and Search Committees consist of The Tenured/Tenure-Track and Clinical Track committees. Each Committee confirms adherence to all University policies and forwards recommendations of potential candidates for each position to the Dean.
2. The Faculty Appointment and Search Committees:
3. Provide a mechanism for ensuring equitable recruitment and appointment of highly qualified faculty members and academic professionals who promote the attainment of Edson's goals and program objectives.
4. Coordinate all aspects of the recruitment process in keeping with university policy and procedures described at [asu.edu/provost/recruitment/faculty/index.html,](http://asu.edu/provost/recruitment/faculty/index.html) which also contains the recruitment handbook from the Office of Diversity, Equity and Inclusion.
5. Review of applications for consistency with advertised criteria for the positions and submission to the Office of Equity and Inclusion for approval to interview.
6. Make recommendations for the appointment of faculty members in their respective tracks to the Dean, who is responsible for selecting and announcing new faculty appointments.

# Tenured/Tenure-Track Committee

1. The Tenured/Tenure-Track Committee shall be composed of at least five (5) members with representation from the different programs within Edson.
2. The Academic Assembly shall elect the members from eligible Tenured/Tenure-Track faculty members who do not hold positions as Deans.
3. All members shall attend the annual training on diversity in recruitment provided by the Office of the University Provost.
4. The Committee will be responsible for handling Research Track Appointment and Search procedures.

# Clinical Track committee

1. The Clinical Track committee shall comprise at least five (5) members with representation from the different academic programs within Edson.
2. The Academic Assembly shall elect the members from eligible faculty members who do not hold positions as Deans.
3. All members shall attend the annual training on diversity in recruitment provided by the Office of the University Provost.

# Faculty Evaluation Process Committee

1. The Faculty Evaluation Process Committee is responsible for:
2. Reviewing the annual faculty evaluation process, refer faculty members, when requested, to ACD 506-10 (Annual Evaluations of Faculty) and ensure compliance with University policies and procedures.
3. Using the process approved by the Academic Assembly and the Dean to develop a performance evaluation process for faculty.
4. Recommending to the Academic Assembly for a vote on any revision of annual performance evaluation forms.
5. The Committee shall be composed of at least five (5) members. Two members each from Tenured/Tenure-Track faculty and Clinical Track faculty, and one from Research Track Faculty.

# Personnel Advisory Committees

1. The Personnel Advisory Committees make recommendations to the Dean of Edson College concerning faculty status according to established criteria for initial and continuing academic appointment and application for tenure and/or promotion. Sabbatical applications will be reviewed according to university criteria with recommendations to the Dean for subsequent review and approval.
2. The Edson Personnel Advisory Committees (PAC) consists of three separate committees, including Tenured/Tenure-Track (T/TT), Clinical Track (CT), and Research Track (RT).

# Personnel Advisory Committee: Tenured/ Tenure-Track Committee

1. A tenured faculty committee member is eligible to make recommendations for appointment, probationary review, tenure, and promotion but only for a faculty member at the same or lesser rank as the committee member.
2. All tenured faculty committee members are eligible to review and make recommendations for sabbatical requests. A T/TT committee member has a voice and vote for T/TT faculty in all personnel matters herein identified, with the exception noted above.
3. The Tenured/Tenure-Track Personal Advisory Committee has the responsibility to:
4. Review and evaluate materials submitted from the Tenured/Tenure-Track Faculty
5. Work with Appointment and Search committee for faculty candidates’ initial appointments and make recommendations to the Dean.
6. Review and evaluate materials submitted by faculty members for continuing academic appointment, tenure, promotion, and sabbatical leave for tenure track ranks
7. Provide a written, summative evaluation of the Candidate's body of work and recommendation to the Dean.
8. Review and revise a) Tenured/ Tenure-Track criteria for rank, and b) the review process for candidates applying for tenure and/or promotion.
9. The Committee shall be composed of at least five (5) tenured faculty members at the rank of full or associate professor. Only tenured professors who do not hold positions as Deans or direct reports for whom faculty evaluation is a responsibility of that position may serve. Direct report refers to faculty members responsible for evaluating other faculty, including Dean, Associate Dean(s), Assistant Dean(s), Program Directors, and Associate Program Directors. The members shall not concurrently serve on the University Promotion & Tenure Committee.
10. If there are not five tenured full professors to constitute the Tenured/Tenure-Track committee to evaluate candidates seeking promotion to full professor, the following process will be implemented if a candidate is eligible for appointment or seeks promotion to full professor rank.
	* 1. A request will be made by the Chair of the Personnel Advisory Committee Tenured/Tenure-Track committee to the Dean to request the Provost appoint full professors from other colleges or departments to complete the required three (3) full professor members to review the applicant's portfolio. The professor(s) from the other unit(s) shall not currently serve on the University Promotion & Tenure Committee. The three (3) individuals constituting the T/TT committee will conduct an appointment or promotion review and provide an evaluative summary of the Candidate's body of work.
11. Upon request of the Candidate, a tenured member from another university department/unit can be asked to evaluate and make recommendations as to the Candidate's qualifications.
12. The procedure for making recommendations is as follows: portfolio materials for Tenured/Tenure-Track faculty members are reviewed by the Committee at the time of their 3rd-year review or when seeking promotion or tenure. Such reviews are conducted according to the faculty member's respective criteria for rank.

# Personnel Advisory Committee: Clinical Track committee

1. A Clinical Track faculty committee member is eligible to make recommendations for appointment, promotion, and retention for a Clinical Track faculty member at the same or lesser rank as the committee member. A Clinical Track committee member has a voice and vote for Clinical Track faculty in all personnel matters identified with the exception noted above.
2. The Clinical Track Committee has the responsibility to:
3. Review and evaluate materials submitted from the Clinical Track Faculty Appointment and Search committee for faculty candidate initial appointment and make recommendations to the Dean.
4. Review and evaluate materials submitted by Clinical Track faculty members for promotion, according to established criteria approved by the Academic Assembly, and provide a confidential written, summative evaluation of the Candidate's body of work and recommendation to the Dean.
5. Review and reviseas necessary the Clinical Track Faculty Criteria for Rank and the review process for candidates.
6. The Clinical Track Committee shall comprise at least five (5) elected faculty members at the Clinical Associate Professor or Clinical Professor rank. At least one (1) member must be at the Clinical Professor rank. If possible, representation is to be drawn from undergraduate and graduate programs. Members may not hold positions as Dean, Associate Deans, Assistant Deans, or direct reports in which evaluation of faculty members is a responsibility of the position.
	* 1. The Procedures for Making Recommendations are as follows: All Clinical Track faculty members are reviewed by the Clinical Track Committee according to their respective criteria for rank. Three (3) Committee members will constitute a Clinical Track Review Committee and will conduct an appointment or promotion review and provide an evaluative summary of the Candidate's body of work.
7. The following process will be implemented if there is not a full complement of full professors to constitute the Clinical Track committee to evaluate candidates seeking promotion.
	* 1. If, a faculty member seeks an appointment or promotion to the Rank of Clinical Professor, and there are not enough Clinical Professors to constitute a full committee, an interdisciplinary Clinical Track committee will be formed, composed of appropriate Edson PAC: CT members, and, in order: 1 Professor from the PAC: T/TT or 1 Clinical Professor from another ASU college or department as requested by the PAC Chair after consulting with the Candidate for review and approval by the Dean The above-referenced subcommittee members will review the Candidate's body of work and provide an evaluative summary and recommendation to the Dean of Edson College.

# Personnel Advisory Committee: Research Track Committee

1. A Research Track faculty member is eligible to make recommendations for appointment, promotion, and retention for a Research Track faculty member at the same or lesser rank as the committee member. A RT committee member has a voice and vote for RT faculty in all personnel matters identified, with the exception noted above.
2. The Research Track Committee has responsibility to:
3. Review and evaluate materials submitted by Research Track faculty members for initial appointment and make recommendations to the Dean.
4. Review and evaluate materials submitted by Research Track faculty members for promotion, according to established criteria approved by the Academic Assembly, and provide a confidential written, summative evaluation of the Candidate's body of work and recommendation to the Dean.
5. Review and revise, as necessary, the Research Professor Criteria for Rank and the review process for candidates, and the Personnel Advisory Committee Manual and make recommendations to the Academic Assembly, as needed.
6. The Committee will be composed of at least three (3) faculty members. Two members will be associate level or higher Research Track, and one will be a member of the Personnel Advisory Committee Tenure/Tenure-Track at the rank of Associate Professor or Professor.
7. Members of this Committee may not hold positions as Dean, Associate Dean, Assistant Dean, or direct reports in which faculty evaluation is a responsibility of the position.
8. The Research Track Committee will be convened by the Chair of the Tenured/Tenure-Track Personnel Advisory Committee when necessary.
9. This Committee will make recommendations for retention and promotion of research track faculty
10. The following process will be implemented if there is not a full complement of full professors to constitute the Research Track committee to evaluate candidates seeking promotion.
11. When a faculty member seeks an appointment or promotion to the Rank of Research Professor, an interdisciplinary Research Track committee will be formed. This RT committee will consist of one (1) Professor from the PAC: T/TT, one (1) Research Professor from Edson, and one (1) Research Professor from another ASU college or department as requested by the PAC Chair after consulting with the Candidate for review and approval by the Dean and Provost. The above-referenced subcommittee members will review the Candidate's body of work and provide an evaluative summary and recommendation to the Dean of Edson College.

# Standards Committee

1. The Standards Committee exists to establish and maintain standards of admission, progression, retention, graduation, and/or course completion per established college and university standards.
2. The Standards Committee has the responsibility to:
3. Propose to the Academic Assembly (for subsequent review and approval by the Dean), and implement procedures and protocols for admission, retention, graduation, and course completion in the graduate and undergraduate programs in accordance with standards established by Edson College and the University.
4. Coordinate the College standards with the appropriate University policies and standards.
5. Provide a forum for students to petition aspects of their academic studies requesting exceptions to established procedures and protocols of the College and University.
6. Make recommendations to the Academic Assembly regarding proposed changes in standards as reflected in protocols and procedures for subsequent review and approval by the Dean.
7. Communicate Edson College and University standards changes to the faculty, students, and academic advisors.
8. The Standards Committee shall be composed of at least:
9. Seven (7) faculty members (at least 3 undergraduate faculty & 3 graduate faculty) representing the various degree programs. Elected faculty members reflect representation from the disciplines and programs (undergraduate and graduate)
10. Four (4) students' representatives of the Edson College academic programs, including 2 Graduate students and 2 Undergraduate Students.
11. Faculty members shall have been on the faculty for a minimum of one year before serving on this committee or its subcommittees
12. Standards Committee: Student Academic Grievance Subcommittee
13. The Student Academic Grievance Subcommittee provides a mechanism for resolutions of student grievances related to matters within the purview of the Edson College of Nursing and Health Innovation.
14. The Student Academic Grievance Subcommittee implements the informal and formal grievance processes, based on the Edson College of Nursing and Health Innovation Academic Grievance procedures and protocols, as approved by the Academic Assembly.
15. The Student Academic Grievance Subcommittee shall consist of four Standards Committee members, three faculty members, and one student, rotating each Semester.
16. Members of the Subcommittee will be representatives of graduate and undergraduate programs.
17. In case of a conflict of interest or the inability of a faculty member to attend a grievance hearing, an alternate faculty member shall be selected by the Associate Dean in consultation with the Chair of the Standards Committee.
18. The Chair will notify the Associate Dean of Academic Affairs of the Standards Committee if it becomes necessary to appoint an alternate student member due to conflict of interest or inability of the student to serve.
19. Academic grievance procedures and protocols adopted by the Student Academic Grievance Subcommittee will be consistent with the University Policy for Student Appeal Procedures on Grades established by the University and published on ASU Academic Catalog (https://catalog.asu.edu), and also with the Academic Integrity Policy published on Office of the University Provost website (<https://provost.asu.edu>).
20. Standards Committee: Student Academic Integrity Subcommittee
21. The Student Academic Integrity Subcommittee provides a mechanism for resolutions of academic integrity related to matters within the purview of the Edson College of Nursing and Health Innovation.
22. The Student Academic Integrity Subcommittee implements the informal and formal academic integrity processes, based on the Edson College of Nursing and Health Innovation Academic integrity procedures and protocols, as approved by the Academic Assembly.
23. The Student Academic Integrity Subcommittee shall consist of four members, three faculty and one student from the Standards Committee, rotating each Semester.
24. Members of the Subcommittee will be representatives of graduate and undergraduate degree programs.
25. In case of a conflict of interest or the inability of a faculty member to attend an academic integrity hearing, an alternate faculty member shall be selected Associate Dean of Academic Affairs in consultation with the Chair of the Standards Committee.
26. The Chair will notify the Associate Dean of Academic Affairs of the Standards Committee if it becomes necessary to appoint an alternate student member due to conflict of interest or inability of the student to serve.
27. Academic grievance procedures and protocols adopted by the Student Academic Integrity subcommittee will be consistent with the University Policy for Student Appeal Procedures on Grades established by the University and published on ASU Academic Catalog (https://catalog.asu.edu), and also with the Academic Integrity Policy published on Office of the University Provost website ( <https://provost.asu.edu/academic-integrity> and <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/academic-integrity>)

# Student Scholarship Committee

1. The Student Scholarship Committee provides a mechanism for recommendations concerning dispersal scholarship and fellowship funds and outstanding graduating student recognition.
2. The Student Scholarship Committee has responsibility to use the predetermined scholarship and fellowship criteria to determine recipients of selected scholarship funds.
3. The Committee shall comprise at least seven (7) faculty representatives from graduate and undergraduate programs. Sub-committees from each level may be established to address the scholarships and fellowships available for students in the different academic programs.
4. In the event of subcommittees being formed, the following membership criteria shall apply:
5. Graduate Sub-Committee: Faculty representatives: a minimum of at least three (3) from graduate programs
6. Undergraduate Sub-Committee: Faculty representatives: a minimum of at least three (3) from undergraduate programs

# Task Forces (Ad Hoc Committees)

1. In consultation with the Dean of Edson College, the Chair of the Academic Assembly, or vice-versa, may establish Task Forces as needed for time-limited activities or obtain Academic Assembly input related to administrative matters.
2. Membership on Task Forces will be determined based on the responsibilities to be addressed by the task force and shall serve until the work is completed.
3. The Chairperson shall be a member of the Academic Assembly and shall be elected by the task force members during the first meeting or appointed by the Chair of the Academic Assembly.

## ARTICLE VII: UNIVERSITY FACULTY SENATORS

1. The Edson College is represented on the University Academic Senate at the Downtown Phoenix campus as determined by the university rules governing membership.
2. The College is eligible for three (3) senate seats. The Academic Assembly may request additional seats as programs within the College grow.
3. Each senator is elected for a term of three (3) years and may be re-elected. Elections of senators are to be staggered.
4. The election of senators for the following academic year will be completed and reported to the University Senate Office by May 15 of the current year.

## ARTICLE VIII: AMENDMENTS TO THE BYLAWS

1. The bylaws may be altered, amended, or repealed by two-thirds (2/3) majority provided that a quorum of the Academic Assembly members cast a vote on the proposal.
2. Any member of the Academic Assembly may propose an amendment to the Bylaws as a motion during any meeting of the Academic Assembly.
3. No amendment may be enacted during the same meeting that it is introduced.
4. Within 5 business days following the meeting of the Academic Assembly in which the amendment was made, a ballot will be prepared by the Secretary of the Assembly and distributed to the members of the Assembly.
5. Ballots shall be cast and returned to the Secretary of the Assembly within 5 business days, or as specified, of their distribution to be officially counted.
6. Upon vote of endorsement by the Academic Assembly, the Chair shall forward the amendment to the Dean of Edson College, who will forward the recommended amendment to the Provost for review.

## Record of Revision:

**Amended:**

Approved by Edson College Academic Assembly: October 17, 2022

Approved by Edson College Academic Assembly: 2/2021

Approved by CONHI AA 11/2014

Approved by CONHI AA: 5/2013

Approved by CONHI AA 8/2011

Approved: 9/16/10

Approved: 3/17/08

Approved: 4/28/97

Approved: 9/15/95

Approved: 5/8/95

Approved: 5/9/93

Approved: 1/11/93

Approved: 5/90

Approved: 5/27/87

Approved: 5/7/84

Approved: 5/10/82

Approved: 4/27/81

Approved: 5/12/80

Approved: 5/14/79

**Approved by the Provost:**

8/2015

04/2012

05/2011

04/2008

09/01/2001

09/10/1999

10/07/1997

## APPENDIX A

**Edson College of Nursing and Health Innovation**

**Program Level Reviews for all Probationary, Tenure, or Promotion Reviews of Tenure-Track Faculty**

1. Program Level Reviews for all Probationary, Tenure, or Promotion Reviews
2. The Candidate, in conjunction with the Direct Report, will select three tenured faculty members of the appropriate rank from within the College, or university to form an ad hoc program level review task force. The aim is to select tenured faculty who are most familiar with one or more aspects of the Candidate’s role performance or experts in similar domains of knowledge. The selection of the three tenured faculty members needs to occur well before the portfolio review to facilitate scheduling of a review meeting.
3. The Direct Report will notify the selected faculty of their appointment to the ad hoc program level review task force and will assign Chair responsibilities to one of the three members.
4. The Direct Report will oversee the scheduling of the ad hoc program level review task force meeting and provision of the Candidate’s portfolio documents to the Chair of the ad hoc program level review task force.
5. The Chair of the ad hoc program level review task force is responsible for scheduling a meeting and ensuring that all members have sufficient access to the portfolio documents. The meeting will be convened, and the assessment written prior to the Direct Report’s evaluation of the Candidate’s portfolio.
6. The program level review will provide an initial in-depth appraisal of the Candidate’s portfolio. Guided by the criteria for rank, the program level review task force will provide a written assessment to the Candidate’s Direct Report including a recommendation regarding continuation, promotion, or tenure. This recommendation need not be a unanimous decision of the program level review task force members but may articulate diverse conclusions if needed.
7. The written assessment from the ad hoc program level review task force will be used by the Direct Report, the PAC-Tenured/Tenure Track Committee, and the Dean during their reviews of the Candidate’s portfolio.
8. Because the program level review task force’s assessment of the Candidate’s portfolio and accomplishments becomes a part of the faculty member’s file, a faculty member may formally request to see this document and other review documents through Edson College Dean’s Office.