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| **College** | Watts College of Public Service and Community Solutions | |
| **Unit** | School of Community Resources & Development | |
| **Document** | Bylaws | |
| **Approved by faculty** | yes | **Date: 7 May 2021** |
| **Reviewed by Dean** | Yes | **Date: May 12, 2021** |

**Provost office approval:**

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| **Deborah Clarke, Vice Provost for Academic Personnel** | **Date** |

**BY-LAWS**

**School of Community Resources and Development**

**College of Public Service and Community Solutions**

**Arizona State University**

**As revised and adopted by vote of the faculty 3/20/2015**

**Approved by the dean on 4/17/2015**

I. General

A. Preamble

The academic unit governed by these by-laws is the Faculty of the School of Community Resources and Development in the College of Public Service and Community Solutions at Arizona State University. The School of Community Resources and Development offers a broad academic program through course offerings and specific degree programs designed to meet the needs of undergraduate students majoring in parks and recreation management, tourism development and management, nonprofit leadership and management, community development, and community sports management; School minor, certificate, concentration and BIS students; international students pursuing tourism degrees at HAITC; non-major students seeking breadth in their undergraduate education; and graduate students pursuing the Master of Science in Community Resources and Development, Master of Nonprofit Leadership and Management, Master of Advanced Study in Sustainable Tourism, Master in Professional Studies in Community Development and Ph.D. in Community Resources and Development. 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 appointments holding the rank of Professor, Associate Professor, and Assistant Professor; or identified in their letters of appointment as Professor of Practice, Clinical faculty, Lecturer, Instructional Professional, Academic Professional, Instructor, 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 is defined by ACD Manual 505-02, that is, only faculty members on tenure or tenure-track lines, and full-time faculty members on fixed-termed appointments, are members of the School Faculty.

Academic Assembly: The Academic Assembly is determined by ACD 112-01 and therefore consists of full-time contract faculty members and academic professionals.

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 Service and Community Solutions, (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 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 director of the School with the advice of the faculty is responsible for coordinating the day-to-day as well as the long-term management of the School, while faculty members with the advice of the director are responsible for curricular decisions and for the quality of the instructional program. 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 an acting 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/Advisors of Graduate Studies

The Director of Graduate Studies is any full-time tenured faculty member appointed by the School Director for the Master of Science and Ph.D. in Community Resources and Development. Program coordinators of the Master of Nonprofit Leadership and Management, Master of Professional Studies in Community Development, and Master of Sustainable Tourism are full-time faculty members appointed by the School Director for a term of two years which may be renewed. Program coordinators do not have to be tenured faculty members.  
Director Responsibilities include:

* Chairing the Graduate Faculty Committee (Graduate Director).
* Coordinating School activities with the Graduate College.
* Directing admission and retention of graduate students
* Promotion of the graduate program and recruitment 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 School Director.

2. Undergraduate Program Director

The School Director appoints a program director for the School’s undergraduate programs. The term of appointment shall be for two (2) years and is renewable.

The program director must be a tenured faculty member in the School. The program director, adhering to curriculum guidelines established by accrediting and other related organizations to which the School subscribes, and in conjunction with the appropriate faculty members, is responsible for:

* Providing administrative leadership to the program including strategic planning, and managing community partnerships.
* Ensuring that students in each program area have adequate program support and co-curricular opportunities to connect with other students and professionals on a regular basis.
* Directing admission and retention of undergraduate students
* Promotion of the undergraduate program and recruitment of undergraduate students
* Assigning teaching responsibilities and scheduling all undergraduate classes (CRD, CSM, NLM, PRM and TDM) for the fall, spring and summer sessions (and on-line/hybrid class schedules) in consultation with faculty members and with the approval of the School Director.
* Evaluating the performance and advising on the hiring or appointment of adjunct faculty and faculty associates.
* Working with faculty members and the School Director on program assessment.
* Developing an advisory committee and conduct annual (or semi-annual) meetings as needed to support the program and school initiatives.
* Developing and facilitating of program area curricular initiatives, course additions or changes, catalog revisions and marketing materials (in coordination with School and College efforts).
* Reviewing all course evaluations every semester and summer session.
* Meeting regularly with the School Director.

3. Barrett Honors College Representative

The School Director appoints the Honors College Representative. The term of the appointment shall be for one (1) year and is renewable. The Honors College Representative must be a tenured faculty member or a full-time fixed-term faculty member in the School. The Honors College Representative is responsible for:

* Ensuring that the School's interests are well represented to the Dean and the DPC Associate Dean of the Barrett Honors College.

Assisting school faculty and honors students in knowing and making the best use of the honors program and school resources.

4. Library Representative

The School Director appoints the Library Representative. The Library Representative can be any tenure-track faculty member in the School. The term of appointment shall be for one (1) year and is renewable. The Library Representative is responsible for

* Ensuring that the School's interests are well represented to the Director of the University Libraries.
* Assisting school faculty and students in knowing and making the best use of the library resources.

5. 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 all 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.

E. Responsibilities and Authority of the School Director

The School Director is responsible for the efficient execution of university policies and for overall leadership of the unit, but carries out this responsibility with the advice and counsel of members of the faculty and staff developed through discussion and other democratic procedures. Recommendations made by the faculty and staff are advisory to the School Director, who is ultimately responsible for the successful management of the School. However, faculty members participate in a regularly established performance evaluation of their School Director as directed by the Dean, and share their opinions with the Dean.

The School Director is appointed by the president or the president’s designee and serves at the pleasure of the appointing authority. Such appointments will be conducted in compliance with ASU policy ACD 505-05.

General responsibilities of the School Director are outlined in the ACD Manual in 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 members to committees and offices.
* Recommending faculty members for service on non-elected college and university committees.
* Reviewing the work performance of all faculty members and academic professionals annually, and providing the results of that evaluation in writing and through discussion with faculty members and academic professionals.
* Recommending merit, equity, and market salary adjustments.
* Facilitating efficient use of School resources including administrative assistance, computer resources, travel budgets, research funds, and research and teaching assistants.
* Keeping faculty members and academic professionals informed of developments and issues likely to affect their academic welfare.
* Ensuring the program remains connected to national and state professional organizations that support high quality program development and accreditations or certifications in consultation with program area faculty.
* Maintaining existing School partnerships with other institutions of higher education and cultivating news ones, where needed.

F. Responsibilities and Authority of the Associate School Director

The Associate School Director is charged with assisting the School Director with various School related strategic initiatives as relates to student education experiences and community engagement. Within this capacity the Associate Director:

* Creates and completes effective assessment plans that inform course content and/or curriculum development.
* Assists with proposals for program and course changes.
* Collaborates with School Director with implementing strategic plans.
* Coordinates, in collaboration with School Director, School program reviews and accreditation processes.
* Coordinates post-secondary articulation initiatives.
* Represents SCRD at College and university level at meetings related to Associate Director duties.
* Represents the School Director when/if the School Director is absent.
* Collaborates with the School director on planning faculty retreats.

G. Faculty Resolutions

This term shall apply to those actions taken by the faculty as a whole. Resolutions upon adoption 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 adoption, unless specified otherwise. No resolution may conflict with college, university, or ABOR policy. Any resolution that has the effect of changing the bylaws must receive approval by the School Director, dean, and University Provost.

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. Only members of the Academic Assembly are eligible to vote on issues that go before the Faculty Senate.

III. Meetings of the Faculty

A. The School Director calls and conducts regular meetings once a month during the academic year. Unless specified by the School Director that the meeting is an all-School meeting, all members of the School Faculty (as outlined above) are expected to attend and may submit items to the School Director for possible placement on the agenda. Except in an emergency, the School Director will announce meetings at least one week in advance and distribute the agenda at least 48 hours in advance. The School Director must place an item on the agenda or call a special meeting to discuss a particular item if he or she receives a request in writing signed by ten percent or more of the members of the School Faculty.

B. School business will be conducted only when a quorum is present. A quorum is 50% or more of the members of the School Faculty. Attendance at faculty meetings is an expectation for all faculty members with the exception of extenuating circumstances such as out-of-town meetings and conferences or sabbatical leaves.

C. 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.) 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 School Director. The ballots will be destroyed after the results are announced. In personnel issues, the committee of tellers should reveal only as much information as is necessary to conduct the business at hand.

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 or unpaid leaves do not vote.

D. The School 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 faculty will consult with the School Director to settle the dispute, with the School Director considering the input from the faculty in rendering his/her decision on how the disagreement is to be resolved.

IV. Committees

A. Standing Committees

1. Affirmative Action and Human Relations Committee

The School Faculty acting as a committee of the whole shall serve as the Affirmative Action Committee.

In addition to helping implement the policies and procedures described in the ACD Manual in ACD 401, ACD 405, and ACD 406, this committee has the following affirmative action responsibilities:

* On either an individual or a collective basis, to identify potential underrepresented faculty members and to interest such individuals in faculty or professional staff vacancies as they may occur.
* On either an individual or collective basis, to identify potential underrepresented students and to encourage such individuals to apply for admission to the undergraduate and graduate program.

2. Personnel Committee

Members of the Personnel Committee shall serve two-year terms with new members elected annually by the School tenure-track and tenured faculty members. Generally, only tenured faculty members are eligible to serve on the Personnel Committee. The committee is composed of one representative from each program area and one member-at-large. The Chair of the Personnel Committee is selected by the committee. The school shall endeavor to ensure the Personnel Committee has diverse membership .

In some circumstances the composition of the Personnel Committee may change. In the event that a non-tenure track faculty member seeks promotion, an individual with a similar type of appointment will be asked to serve on the committee to provide input on that one case on an *ad hoc* basis.

Dossiers submitted by associate professors for promotion, or appointment of new faculty members, to the level of professor will be considered and voted on only by members of the personnel committee and others in the unit who hold the title of professor serving as a committee of the whole. The committee must be made up of at least 3 people. The Chair of the Committee is selected by the committee. The School shall endeavor to ensure that the Committee and subsequent reviewers include diverse membership.

Faculty members may not serve on the Personnel Committee in the same year that they serve as School Director or on either the College Personnel Committee or the University Promotion and Tenure Committee, nor should individuals serve in the same year that they submit an application for promotion. The criteria for promotion as well as the criteria for promotion and tenure appear in the Personnel Policies and Procedures document. If a member of the committee submits an application for sabbatical leave, he or she must not participate in any deliberations concerning sabbatical leave requests for the year. The criteria for sabbatical leaves appear in the SCRD Personnel Policies and Procedures document.

All committee deliberations are confidential. The Chair of the committee is responsible for communicating the committee's decisions in writing to the School Director, who will be responsible for communicating to the individuals involved as well as to the next levels in the evaluation process.

Personnel Committee responsibilities include the drawing up and revision of school personnel policies and presenting such policies to the School faculty and administration for approval or revision. Other responsibilities include:

* Evaluating and recommending individuals for tenure and promotion.
* Serving as a support group to school search committees, for example, helping to host and interview candidates for particular positions.
* Evaluating and making recommendations on sabbatical proposals.
* Serving in an advisory role to the director as requested for any personnel related issues including annual evaluations.
* Supervising and managing the required peer teaching evaluations of faculty and faculty associates as specified in the School’s Personnel Policies and Procedures.

3. Undergraduate Curriculum Committee

The School Undergraduate Curriculum Committee is appointed by the School Director and consists of at least one faculty member from each program area. It is chaired by the Undergraduate Program Director. Responsibilities include:

* Evaluating and advising on new course proposals.
* Evaluating and advising on new program proposals.
* Examining the curriculum for duplication of courses and for programs that are inefficient and should be considered for deletion or reduction.
* Serving as an advisory board to ad hoc committees such as program review or accreditation committees.

4. Graduate Curriculum Committee

Members of the Graduate Curriculum Committee include the Directors and Advisors of graduate programs, who are appointed by the School Director, and at least one representative from each program area. It chaired by the Graduate Program Director. Responsibilities include:

* Maintaining and improving the quality of the graduate programs through advising on and implementing strategies and procedures for recruitment, admissions, and retention of students.
* Preparing strategic plans and writing the reports for Graduate Council reviews and contributing to review self-studies.
* Evaluating and advising on new course proposals.
* Evaluating and advising on new program proposals.
* Examining the curriculum for duplication of courses and for programs that are inefficient and should be considered for deletion or reduction.
* Serving as an advisory board to ad hoc committees such as program review or accreditation committees.
* Serving in whatever ways the director asks in relation to the school's graduate program.

5. Undergraduate Standards and Appeals Committee

The Undergraduate Standards and Appeals Committee shall consist of one full-time faculty member representing each program area. The School Director will appoint a faculty chair of the Undergraduate Standards and Appeals Committee. Also, one representative from undergraduate student services will serve on the committee to prepare paperwork and guidance on university and school policies. The term for the committee membership is for one (1) year and may be renewed indefinitely. Responsibilities include:

* Regularly reviewing existing school academic procedures and policies and making recommendations to the faculty for review and change.
* Rendering decisions on student requests for changes in core curriculum requirements, matters regarding admission, continuance of registration and graduation.
* Serving in whatever ways the School Director asks in relation to the School's undergraduate program.

6. PhD Program Committee

* Consists of all faculty members endorsed to chair PhD committees.
* Reviews candidates for admission to the PhD program.
* Makes recommendations for financial support of PhD students.

C. Ad Hoc Committees

1. The School Director is authorized to appoint ad hoc committees as needed by the School; examples include an accreditation review committee, a search committee, or a building committee. The School Director will attempt to include representation on such committees from each group affected by the decision and may ask that such groups elect representatives. Depending on the nature of the task, the School Director will appoint a committee chair or ask that the members elect a chair.

2. Search Committees

Academic appointments are made by the Provost but are subject to approval by the University President and the Board of Regents. However, the day-to-day management of a search for a new faculty member is the responsibility of the School Director, who will serve as the "hiring official." Search committees and hiring officials follow the recruitment and hiring procedures outlined in ACD Manual 505-06. Although the search committee members will ask for input from the faculty, the committee is the group responsible for making the requested recommendations to the hiring official.

V. 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 faculty members at least one week prior to the meeting and the time entered on the agenda of the faculty meeting. Any amendments must be submitted for review and approval by the dean and the Provost in order to become effective. It is the responsibility of the School Director to maintain an up-to-date version of the by-laws and school policies and procedures reflecting all changes and amendments.