|  |  |
| --- | --- |
| **College** | **The College of Liberal Arts and Sciences** |
| **Unit** | **School of Geographical Sciences and Urban Planning** |
| **Document** | **BYLAWS** |

**Unit and college approval**

|  |  |
| --- | --- |
| **Date of approval by the faculty** | **January 20, 2023** |
| **Date of review by the dean** | **December 14, 2023** |

**Provost office approval**

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

**School of Geographical Sciences and Urban Planning**

**BYLAWS**

DRAFT 7/26/09, modified 11/04/09, 10/11/11, 08/28/12, 09/25/12, 01/03/17, 01/20/23

These Bylaws supersede any previous documents and are binding upon current and future administrative officers and members of the academic unit (ACD 112-01). If the Director or the School faculty wish to deviate from procedures outlined herein, he/she must go through the specified amendatory procedures defined in Article XI. If one portion of the document comes into conflict with policy or is invalid, the rest of the document remains in force.

The School governs itself according to these Bylaws. In case of conflicts, the policies and procedures of the College of Liberal Arts and Sciences (The College), Arizona State University (ASU), and the Arizona Board of Regents (ABOR) will take precedence over these Bylaws.

**Article I. Name**

The name of the unit to which these Bylaws apply is the School of Geographical Sciences and Urban Planning (SGSUP) in the College of Liberal Arts and Sciences at Arizona State University.

**Article II. School Mission**

The School of Geographical Sciences and Urban Planning (SGSUP) advances geospatial knowledge for a complex world, emphasizing education, research, and applied solutions to urban and environmental problems.

* We are a distinctive community of natural and social scientists whose blended expertise is producing breakthroughs in geography and urban planning.
* We are committed to the social and environmental well-being of communities, places, and people.
* We are world leaders in spatial science and urban climatology.

We are emerging leaders in urban planning and social equity, transportation, earth surface processes, urban systems analysis, and human environmental systems.

**Article III. Programs**

The SGSUP is a transdisciplinary unit that operates several teaching and research programs at both the undergraduate and graduate level. Related degrees may be grouped into a “Program” with associated Program Faculty.

**Article IV. Membership**

The membership of SGSUP is defined by ACD policy 505-02 (faculty) and ACD 505-03 (academic professionals, AP). Regular School Faculty are defined as faculty with at least a 50% appointment or tenure home in the School. Voting rights for tenure track and career track faculty are as follows:

a. Tenured and Tenure-Track Faculty.

All resident faculty with the title Professor, Associate Professor, or Assistant Professor with either their tenure home in the school or at least 0.5 FTE within the School have full voting rights within the School.

b. Non-Tenure-Eligible Faculty

Assistant, Associate, and full Teaching Professors (formerly lecturers), Clinical Professors, Research Professors, and Professors of Practice with full-time appointments in the School have voting rights in the School, excepting on issues related to hiring, tenure and promotion of tenured and tenure-track faculty.

Faculty on approved leaves or sabbaticals are not included in the voting membership.

**4.1. Affiliates**

An affiliated appointment to the SGSUP is permitted if an individual meets the criteria of ACD 505-02 and receives a favorable two thirds vote of the School faculty. Either the affiliate or the School may terminate the arrangement with a written notice.

* The affiliate may contribute to School teaching, research, and service, if agreeable to the School Director and in consultation with affiliate faculty’s home unit.
* The affiliate may attend School faculty meetings and (at the Director’s invitation) take part in discussions, but may not vote.
* The title of the affiliate will be "(rank) (home Unit) and SGSUP."
* The affiliate will normally be expected to acknowledge the appointment in publications that were conceived, supported, investigated, or published in cooperation with the SGSUP.
* Appointment as an affiliate is for 3-year terms. Renewal of affiliate status for additional 3-year terms requires consent of the affiliate and the Director.

**4.2 Graduate Faculty**

Graduate Faculty are specific as per the Graduate Faculty Guidelines. Faculty with

appointments outside the School will only be authorized to co-chair, but not chair, a Ph.D. supervisory committee if they also have Affiliate status in the School.

**4.3 Teaching Professors, and Instructors**

Teaching professors (formerly lecturers) and instructors are defined as per ACD 505-02. Typically, teaching professors have an 80% teaching and 20% service responsibility, and instructors have no service responsibility.

**Article V. Officers**

**5.1. Director**

The School Director is officially appointed by the Dean of the College and serves at the pleasure of the Dean. In accordance with ACD 102, the Director, like all academic administrators, serves on a renewable annual appointment. As part of the renewal process and in accordance with ACD 111-03, the Dean will solicit faculty and academic professional input about the Director at least every other year.

The Director is the School’s chief administrative officer and is responsible for the efficient execution of university policies, for overall leadership of SGSUP, and for representing SGSUP to The College, the University, and external constituencies. The Director has overall responsibility for the School’s academic and research programs, strategic planning, personnel, and budget. In case the Director resigns or if for some other reason the Director is not able to continue to operate as such, the Dean will appoint an Acting Director. When a new Director is needed and in accordance with ACD 111-01, the Dean will appoint a search committee with at least half of the members of the search committee elected by the members of the School. All school members are encouraged to provide the search committee with an assessment of strengths and weaknesses, program direction, and all matters which affect selection. The committee's recommendation of a nominee should be guided by feedback from membership of the School.

**5.2. Associate Directors**

The Director may appoint one or more Associate Directors from the regular School Faculty, with

the approval of the College Dean. The term of office is annual, but may be renewed at the discretion of the Director. The responsibilities of the Associate Director(s) are established by the Director.

**5.3. Program Coordinators**

To facilitate the operation of specific degree programs, the Director in consultation with the Program Faculty may select a Program Coordinator. The Program Coordinator assists in the management of the academic program, student advising and support. The term of office is annual, but may be renewed at the discretion of the Director, in consultation with program faculty.

**Article VI. School Meetings**

**6.1. Purpose**

School faculty meetings shall serve as forums to discuss and decide policy matters within the jurisdiction of the SGSUP. It is the responsibility of the Director to bring matters of professional importance to the attention of School faculty. These matters may also be brought to the attention of the faculty by written notice or electronic mail at the discretion of the Director. Votes on SGSUP issues take place at faculty meetings or by electronic mail.

**6.2. Organization**

6.2.1 There shall be a minimum of four School meetings each academic year, two per semester.

6.2.2 School meetings will be scheduled and convened by the Director or by a petition submitted to the Director by at least three members of the regular School faculty.

6.2.3 The Director shall schedule a period of not less than one hour per week during which classes will not be scheduled in the School. The period will be the official meeting time for the School.

6.2.4 An agenda shall be prepared by the Director. In the case of an emergency meeting, every effort should be made to inform all faculty of the nature of discussion topics.

6.2.5 Any regular School faculty member may request any topic be placed on the agenda. These requests must be received by the School Director at least two working days prior to the scheduled meeting.

6.2.6 Written minutes shall be taken at each School faculty meeting. Minutes shall record all decisions of the School meeting and must be distributed prior to the next faculty meeting.

6.2.7 School faculty meetings shall be conducted according to established procedures of parliamentary order. Robert's Rules of Order, Newly Revised shall guide the general conduct of the meeting. A basic principle to be maintained is the right of each faculty member to express his/her views.

6.2.8 A quorum (consisting of at least one-half of the voting faculty in residence) is necessary for the conduct of business at the School meeting. Faculty on approved leaves or sabbaticals are not included in the quorum calculation.

6.2.9 School meetings shall not exceed 90 minutes unless an extension is formally proposed and passed by at least two-thirds of those present at the School meeting. To ensure maximum attendance on votes, earlier departure must be arranged in advance with the Director.

**Article VII. School Committees**

**7.1. Committee Procedures**

Each committee may establish its own procedures for conducting its business with the following

stipulations:

7.1.1 If requested by a faculty member, all committee decisions will be recorded and distributed at least one working day prior to the next regularly scheduled School faculty meeting.

7.1.2 All committee meetings, with the exception of the Executive Committee and the Personnel Committee (both of which deal with personnel matters), shall be open for attendance by any interested faculty member without prior notice.

7.1.3 The term of office for all committee members will be one year, unless otherwise stipulated in these Bylaws or a change made by the Director. Elections or appointments will be accomplished before the end of the Spring Semester. Committee service will begin on the first day of the academic contract year (typically mid-August).

7.1.4 At the discretion of the Director, and in consultation with the faculty and students, student members may be appointed to School committees except the Executive Committee and the Personnel Committee, this may include Faculty Search committees, in either a voting or nonvoting role.

7.1.5 APs may be appointed by the School Director as voting members of any School Committee except the Executive Committee and the Personnel Committee. This may include AP Search Committees.

**7.2. Standing Committees**

7.2.1. **Executive Committee**

The Executive Committee shall consist of three faculty members. Two shall be elected at-large from among the regular School faculty; one will be the elected chairperson of the Personnel Committee. The term of office is one year and no more than two terms will be served consecutively. Election of members will be by ballot. Personnel Committee elections must necessarily precede Executive Committee elections. The Associate Directors serve Ex-Officio on the Executive Committee. It shall be the general duty of the Executive Committee to assist and advise the Director in the development, planning, and implementation of School policies and administration. It is further intended that the Executive Committee will facilitate coordination and communication among the faculty, Director, and School committees. The Executive Committee will meet with the Director as required, but at least once each semester.

7.2.2. **Personnel Committee** (PC)

The Personnel Committee effects an annual evaluation of all school faculty as provided in the SGSUP Policies and Procedures, subject to The College Bylaws and University Policy articulated in ACD Manual sections 506-04, 506-05 and 506-10. The PC makes recommendations on sabbatical requests and regarding personnel policies and procedures. The PC is selected in a manner that represents the School Faculty at the rank of Associate Professor and above. The Personnel Committee shall consist of at least six faculty members - based on a ratio of one committee member per five regular School faculty, with a minimum of one committee member per rank (Associate Professor and Professor). Committee members are elected by regular faculty in their respective ranks. Members shall have two-year staggered terms. If a member is unable to complete his or her term because of absence or promotion, then the faculty of that rank will elect a member to complete the term. All elections will be conducted by ballot. The committee shall elect its own chair annually, who shall also serve on the Executive Committee.

7.2.3. **Graduate Committee**

The Graduate Committee provides advice to the Director regarding all aspects of research based graduate programs in SGSUP. The Graduate Committee consists of approximately five members appointed by the Director in consultation with the faculty. A subcommittee of the Graduate Committee will make admission decisions and policy recommendations associated with the admission process. The chair of the committee will be the Graduate Associate Director. If there is no Graduate Associate Director, the Director designates the Chair of the committee.

7.2.4. **Urban Planning Committee**

The Urban Planning Committee provides advice to the Director regarding all aspects of Planning programs. The Urban Planning Committee consists of all core planning faculty as identified by the Director in consultation with the faculty. A subcommittee of the Urban Planning Committee will make admission decisions. The chair of the committee will be the Urban Planning Associate Director. If there is no Urban Planning Associate Director, the School Director designates the Chair of the committee.

7.2.5. **Undergraduate Committee**

The Undergraduate Committee provides advice to the Director regarding all aspects of the undergraduate programs in the School. The Committee consists of three members appointed by the Director in consultation with the faculty. The chair of the committee will be the Undergraduate Associate Director. If there is no Undergraduate AD, the Director designates the Chair of the committee.

7.2.6. **Colloquia Committee**

The Colloquia Committee organizes and coordinates the weekly colloquia series. The Committee consists of three members appointed by the Director in consultation with the faculty. The Director designates the Chair of the committee.

7.2.7. **Awards Committee**

The Awards Committee coordinates the designation of awardees for the various student, staff, and faculty awards offered by the School. The committee also creates a subcommittee to focus on identifying and facilitating nominations of faculty for ASU, national, and international awards. The committee consists of three to five members appointed by the Director in consultation with the faculty. The Director designates the Chair of the committee.

**7.3. Ad Hoc Committees**

In addition to standing committees, other committees will be formed on an ad-hoc basis. Appointments shall be made by the Director in consultation with the faculty.

**Article VIII. Faculty Representatives**

**8.1 Academic Senate**

A number of Academic Senate Representatives as determined by the Academic Senate operating proceedings is elected by the School faculty. The representatives shall attend all Academic Senate meetings. The Senators shall report to the School any discussions and decisions made that are pertinent to the School in a timely manner.

No less than two weeks prior to the final date specified by competent authority for School elections for the office of Academic Senator, the Director shall cause to be held a School meeting at which an item on the agenda shall be the election of the School Senators. Any member of the School holding the rank of professor, associate professor, assistant professor (including teaching professors of all ranks), shall be eligible to be elected.

**8.2 Library Representative**

The Library Representative is appointed by the School Director and shall interact with university librarians and others on matters of faculty requests of books and periodicals. He/she shall attend meetings of the library representatives. All Library orders shall be submitted through the library representative.

**8.3 College Senate**

College Senate Representatives are elected by the School faculty and APs with at least a 3-year funding commitment and shall attend all College Senate meetings. The College Senator shall report to the School any discussions and decisions made that are pertinent to the School in a timely manner.

No less than two weeks prior to the final date specified by competent authority for School elections for the office of College Senator, the Director shall cause to be held a School meeting at which an item on the agenda shall be the election of a Senator. Any member of the School holding the rank of professor, associate professor, assistant professor, or teaching professors and APs with at least a 3-year funding commitment shall be eligible to be elected.

**8.4 Honors College Representative**

The School shall maintain Faculty Honors Advisors (FHA) for the purposes of assuring adequate opportunities to engage in activities of the Honors College and to keep faculty abreast of opportunities related to the Honors Program. FHA are appointed by the Director, in consultation with the faculty.

**Article IX. Tenure, Promotion, and Review Evaluations**

Criteria for appointment and promotion to each rank, and to tenure or continuing status, are listed in ACD 506 and 507 and spelled out in the SGSUP Policies and Procedures documents. A Unit Committee is responsible for these evaluations.

**9.1 Voting on Tenure Recommendations**

All School faculty with tenure may vote on tenure recommendations.

**9.2 Promotion Discussions**

All School faculty at and above the rank to which the candidate would be promoted may take part in promotion discussions and recommendations.

**9.3 Progress Toward Tenure**

The Progress Toward Tenure Review is conducted by the School Director during the fall semesters for all non-tenured assistant and associate professors who are not going through Probationary or Promotion and Tenure Review.

**9.4 Probationary Reviews**

Probationary reviews will be conducted in accordance with ACD506-03 and the university “Process guide for Probationary or Conditional Review”. The Personnel Committee shall conduct probationary reviews, forwarding their committee letter to the Director, who then adds the Director letter and submits to The College.

**9.5 Academic Professionals**

Academic Professionals shall be defined, evaluated, and considered for promotion and continuing status in accordance with ACD 507-06, 507-08.

**Article X. Annual Performance Evaluation and Post Tenure Review**

Annual performance review of the Faculty will be organized following the procedures spelled out in ACD 506-10.

Post-tenure review of each tenured faculty will be carried out according to the procedures spelled out in ACD 506-11.

**Article XI. Amendments**

**11.1 Proposed Amendment Process**

Proposals for Amendments to the Bylaws must be sent to members of the faculty and the Director ten working days prior to the date on which action is to be taken upon them.

**11.2 Amendment Approval**

Amendments to the Bylaws require a two-thirds majority of those members present and voting at a faculty meeting.