College of Integrative Sciences and Arts

School of Applied Sciences and Arts

Bylaws

Approved by the faculty on October 4, 2024

Reviewed by the dean on October 9, 2024

SASA Bylaws

The mission of the School of Applied Sciences and Arts (SASA) is to support the College of Integrative Sciences and Arts (CISA) in providing students with opportunities for career-connected, experiential, and integrative learning, with a focus on research in applied natural sciences and interdisciplinary humanities and social sciences.

# Article 1: Introduction and Authority

The SASA Bylaws establish structures and guide the school’s operations and staffing of university, college, and school committees. This document outlines operative practices and general policies. Processes and evaluation criteria for faculty promotion and annual review are specified in separate documents for tenure and career-track faculty, titled the SASA Tenured and Tenure-Track Criteria and Process Document and the SASA Career-Track Faculty Criteria and Process Document, respectively, Approved versions of these documents shall be retained by the ASU Provost Office, CISA, and the SASA School Director.

# Article 2: SASA School Structure

The SASA is an academic unit of CISA headed by a school director. The dean of CISA in accordance with ACD 102 appoints the SASA school director. The school director fulfills the duties of an academic director outlined in the ACD. The school director is reviewed by the faculty as outlined in ACD 111-03.

The school director, in consultation with the dean, may choose to subdivide the academic unit into faculty groups and may establish, disestablish, or modify these groups at their discretion. These faculty groups shall meet regularly, engage in areas of shared curricular and research interests, and support the operations of the academic unit. The school director shall assign all faculty to a faculty group within the school based on their expertise and the needs of the academic unit.

The dean of CISA, in consultation with the SASA school director, may appoint intermediate administrators to assist in the school’s operations, including, but not limited to, the titles of faculty head, assistant school director, and associate school director. The role of the intermediate administrator will be enumerated in their appointment letter. The school director may delegate direct oversight of faculty groups and other school operations to intermediate administrators. The school director shall review intermediate administrators following the appropriate school criteria guides, relevant college bylaws, and ACD 111-03.

# Article 3: SASA Committee Operations and Membership

This article outlines the committees within SASA. To serve on a committee, a faculty member must be 0.50 FTE or higher.

## Section 1: School Assembly Committee

The School Assembly Committee (SAC) shall provide shared governance for SASA. The SAC shall offer advice and consultation to the school director on academic affairs, faculty development, and curriculum for SASA. The SAC shall contribute to the good order and operation of the school through the duties outlined in this section.

The committee shall comprise seven members. Six of the members shall be elected: one member shall be elected from the humanities and social sciences faculty at the Polytechnic campus, one member shall be elected from the humanities and social sciences faculty at the Downtown campus, one member shall be elected from the natural sciences and math faculty at the Polytechnic campus, one member shall be elected from the natural sciences and math faculty at the Downtown campus, one member from faculty in all-online programs, and one member shall be elected at-large by the entire school faculty. Faculty teaching at other ASU campuses shall be considered members of the campus where their faculty groups are based. The school director shall appoint the seventh member. SAC members shall serve two-year terms with term ends staggered between even and odd years. Elections must be held by April 15th for the following academic year. Terms officially end on June 30th and begin on July 1st.

The SAC shall meet at least twice a semester in the fall and spring. At the first meeting of each academic year, the committee shall elect a chair from among its members. The SAC chair shall create agendas, call meetings, and communicate with the school director on behalf of the committee.

The school director or SASA faculty may submit a request for consultation on a school-level topic to the SAC chair. The SAC shall take up requests for consultation from the school director or SASA faculty. Based on the majority vote, the SAC shall take one of the following actions within 15 business days: provide a written recommendation, refer externally, or decline to take up the request.

The SAC shall organize school-level elections and voting processes in SASA with the consent of the school director. The SAC may determine the specifics of the election and voting process based on best practices in the university and conforming to the CISA bylaws. The SAC shall not run elections to the University Senate.

The SAC may call a School Assembly meeting by a majority vote of the SAC to take up issues of importance. In the event of a School Assembly, the SAC chair shall comply with all the following requirements: (1) announce the meeting with five business days’ notice, (2) ensure the agenda, which must be approved by the majority of the SAC, is provided at least 72 hours in advance of the meeting,, and (3) preside over the meeting and run it in good order. All SASA faculty with an appointment of .5 FTE or greater are members of the School Assembly and can vote. A quorum shall consist of at least 33% of the eligible School Assembly members plus one.

## Section 2: Tenure Faculty Personnel Committee

The Tenure Faculty Personnel Committee (TFPC) provides advice on tenure and tenure-track faculty policies, peer reviews Faculty AnnualReview (FAR)files as a committee, and offers a pool of members for appointment to individual promotion peer review committees. The committee shall have a minimum of eight members. Additional members shall be appointed if the ratio of FAR packets for review to committee members exceeds a 10 to 1 ratio per person. All members must be tenured faculty. Membership shall be divided into two working groups based on disciplines: a Humanities and Social Sciences Sub-Committee (THumSub) and a Natural Sciences and Mathematics Sub-Committee (TSciSub). A minimum of four members from humanities and social sciences disciplines shall make up the THumSub. A minimum of four members from the natural sciences and math disciplines shall make up the TSciSub. Working groups for personnel committees are independent of other organizational structures within SASA.

The TFPC members shall serve two-year terms with term ends staggered between even and odd years. At least half of the committee’s membership shall be elected by school-wide ballot of tenured and tenure-track faculty. The school director shall cappoint the remaining part of the committee. The elected and appointed members shall be equitably split among the subgroups. TFPC members are elected by the faculty or appointed by the school director by April 15th. TFPC members start their term on July 1st, which ends after two years on June 30th. TFPC members may serve up to two consecutive terms. In the event of a vacancy, newly appointed or elected members will serve the remainder of the term of the member they replace and may still serve two full terms beyond the partial term. The committee shall select a chair at the beginning of each academic year by August 15th. The TFPC chair should appoint co-chairs for the THumSub and TSciSub as needed.

The school director shall provide the TFPC with a charge for all work requested and provide the membership with the resources and support necessary to complete their charged work. The TFPC may develop its rubrics and guides for completing FAR processes in consultation with the school director and aligning with school, college, and university policy. The college and school shall provide education and training to complete the committee’s work.

## Section 3: Career-Track Faculty Personnel Committee

The Career-Track Faculty Personnel Committee (CTFPC) provides advice on career-track faculty policies, peer reviews Faculty Annual Review (FAR) files as a committee, and offers a pool of members for appointment to individual promotion peer review committees. The committee shall have a minimum of sixteen members. Additional members shall be appointed if the ratio of FAR packets for review to committee members exceeds a 10 to 1 ratio per person. All members must be career-track faculty. Membership shall be divided into two working groups based on disciplines: a Humanities and Social Sciences Sub-Committee (CTHumSub) and a Natural Sciences and Mathematics Sub-Committee (CTSciSub). A minimum of eight faculty from humanities and social sciences disciplines shall make up the CTHumSub. A minimum of eight faculty from the natural sciences and math disciplines shall make up the CTSciSub. Working groups for personnel committees are independent of other organizational structures within SASA.

The CTFPC members shall serve two-year terms with term ends staggered between even and odd years. At least half of the committee’s membership shall be elected by a school-wide ballot of career-track faculty. The school director shall appoint the remaining part of the committee. The elected and appointed members shall be equitably split among the subgroups. CTFPC members are appointed by the school director by April 15th. CTFPC members start their term on July 1st, which ends after two years on June 30th. CTFPC members may serve up to two consecutive terms. In the event of a vacancy, newly appointed or elected members will serve the remainder of the term of the member they replace and may still serve two full terms beyond the partial term. The committee shall select a chair at the beginning of each academic year by August 15th. The chair shall appoint co-chairs for the CTHumSub and CTSciSub. The chair may divide working meetings further into subdivisions for FAR processes.

The school director shall provide the CTFPC with a charge for all work requested and provide the membership with the resources and support necessary to complete their charged work. The CTFPC may develop its rubrics and guides for completing FAR processes in consultation with the school director and aligning with school, college, and university policy. The college and school shall provide education and training to complete the committee’s work.

## Section 4: Ad Hoc School Committees

If circumstances require the creation of an ad hoc committee, the school director may appoint an ad hoc committee to work on a specific project. The school director shall charge the committee with a specific task and a limited timeframe to complete the charge. The SAC may appoint its own ad hoc committees. SAC ad hoc committees shall be charged with a specific task and a limited timeframe to complete the charge. Regardless of appointment, all ad hoc committees must share their work product with the school and the SAC after completing their charged work.

## Section 5: Hiring Committees

Consistent with ACD 111-01, all faculty search committees in SASA shall have at least half of their membership elected. Half of any SASA hiring committee shall be elected by the relevant faculty group(s). The school director shall appoint the remainder of the committee members. Search committees shall identify a search chair. Hiring committees may be impaneled for a single search or multiple searches. A hiring committee shall serve up to one year. All search committee members must take the available personnel and hiring training during the year they are impaneled. All members must ensure equal opportunity and best practices throughout the search process. Campus visits for job candidates, if applicable, will be coordinated by the dean’s office.

## Section 6: Group-Level Committees

Faculty groups may establish group-level committees, with the consent of the school director, to further their curricula, research, or other interests of the faculty group. Group-level committees shall be charged with a specific purpose and a limited time frame of up to a year to complete the charge. Group-level committees may be renewed annually.

# Article 4: Election of College Committee Members and University-Level Service

This article provides standards for election and appointment to college-level committees, university-level service, and ad hoc committees. Unless otherwise noted, the SAC shall carry out elections to these committees. All faculty with greater than a 0.50 FTE may serve as representatives for SASA, unless otherwise required by the position.

## Section 1: College-Level Committees

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SASA shall provide membership to all CISA college-level committees as outlined in the relevant bylaws and other governing documents. The school director shall review any SASA service vacancies and direct SAC to hold elections if needed.. If the position is filled by appointment, the school director shall make an appointment to the vacant position. Elected or appointed SASA representatives will staff the college committees, working groups, and task forces that require school representatives as appropriate to the position.

## Section 2: University Senators

SASA faculty shall serve as University Senators and representatives of SASA according to the ASU Senate Constitution (ACD 112-01). Senators are apportioned among the faculty areas of the school as directed by the University Academic Council (UAC). University Senators shall be replaced as necessary by election among the apportioned faculty areas. Usually, elections shall be held by April 1st for regular-term replacements. Conditions for service are found in the Senate Constitution (ACD 112-01). The school director shall organize elections among the faculty as apportioned.

# Article 5: Approval and Amendment Process

A SASA faculty quorum shall be required to approve, alter, amend, or repeal these bylaws. The quorum requirement shall be satisfied as long as over 50% of SASA’s eligible faculty participate in the voting. To vote on this document, SASA faculty members must be over .50 FTE.

Voting on this document is by electronic ballot, to be left open for five business days. For each vote, voters may choose between “approve,” “disapprove,” and “abstain.” An action is defined to be approved if at least two-thirds of the voters, excluding abstentions, vote “approve” (except if all voters abstain, then the action is not approved). Proposed amendments to this document must be distributed to voting-eligible faculty at least eight days before the opening of voting on the proposed amendments. A meeting on proposed amendments must occur before the opening of voting if at least two voting-eligible faculty rest it before the start of electronic voting.

This document and any future amendments will become effective upon approval by a faculty quorum, consent by the school director and dean of the college, and approval by the University. The policies of this document are effective for all SASA faculty.

The policies of the Arizona Board of Regents (ABOR), the Academic Affairs Manual (ACD), and the College of Integrative Sciences and Arts (CISA) Bylaws are higher authority documents than the SASA Bylaws; should any of those conflict, the order of precedence will be ABOR policy, ACD policy, followed by CISA Bylaws.