**COLLEGE OF LIBERAL ARTS AND SCIENCES**

**AMERICAN INDIAN STUDIES PROGRAM**

**BYLAWS**

Approved by the dean on April 10, 2018.

Approved by the faculty of the American Indian Studies Program on March 14, 2018.

**COLLEGE OF LIBERAL ARTS AND SCIENCES**

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**PREAMBLE**

The Faculty of the American Indian Studies Program does hereby form itself as an organization under the regulations of Arizona State University and by the authority granted by the Board of Regents during their Spring 2001 meeting, in establishing the American Indian Studies Program (hereafter referred to in this document as AIS or the Program). This document and all others pertaining to conduct of the business of AIS and the College are in accord with and secondary to policies formulated by the University and the Board of Regents, and no desire to supersede University or Regents documents is intended at any time.

**ARTICLE I: NAME OF ORGANIZATION**

The faculty governance body of AIS is named the Faculty Council.

**ARTICLE II: OBJECTIVE**

The objective of the Faculty Council is to provide a faculty governance body for sharing the rights, responsibilities, and obligations of governance and administration of the University, as provided for in the Conditions of Faculty Service ([ACD 501](https://www.asu.edu/aad/manuals/acd/acd501.html)).

**ARTICLE III: MEMBERSHIP**

A. All full-time AIS faculty members who are tenured or tenure-track shall share the rights, responsibilities, and obligations of governance of the Faculty Council with voting rights.

B. During the academic year, the Faculty Council, defined in Section IIIA, may extend for the academic year, by a majority vote, full or partial membership privileges to members of the Advisory Board (described in Section VI) who are in tenured and tenure-track positions.

C. Faculty Council members on leave of absence shall not be counted as part of the quorum. Members on leave must resign from all campus obligations, including committees at the Program, College, and University levels. However, they may participate in any peer evaluation processes relative to merit/performance pay review and personnel decisions including tenure review, promotion, and hiring. In these instances, it is the faculty member's responsibility to notify the Director in a timely fashion of how he/she can be reached for involvement in the process. Proxy votes are not allowed; members must be present or use face-to-face video participation.

**ARTICLE IV: PROGRAM OFFICERS AND AGENDAS**

The Director is responsible for providing the administrative, supervisory, and intellectual leadership of the Program.

A. Program Director

1. Term of Office

The Director shall be a tenured faculty member with at least fifty percent of his or her appointment in AIS. In accord with [ACD 102](https://www.asu.edu/aad/manuals/acd/acd102.html), the Chair, like all academic administrators, serves on a renewable annual appointment. As part of the renewal process and in accord with ACD 111-03, the Dean of CLAS will solicit faculty and academic professional input about the Chair at least every other year.

 2. Selection

1. The Director is appointed by the Dean. The Faculty Council will provide the Dean with recommendations for membership on the Search Committee and, at the conclusion of the search process, the Faculty Council will provide the Search Committee with an assessment of the strengths and weaknesses of each finalist for the position of Director.

3. Duties

a. The Director is the main administrative officer of the Program, responsible to the Faculty Council and to the administration. The Director is responsible for the day-to-day operations of the Program, which includes supervising the staff.

b. The Director shall prepare a budget and approve all necessary expenditures. At least once each semester the Director will report to the Faculty Council on the general state of the budget.

c. The Director is responsible for making appointments to all positions except as directed by policies or otherwise noted in this document. Appointments will be made in consultation with the Faculty Council and Advisory Board, if necessary. Appointees serve at the pleasure of the Director.

d. The Director should propose for Faculty Council consideration such new projects, programs, and policies as will best enable the Program to achieve its objectives.

e. The Director is the only official representative and spokesperson for the Program to the administration and other institutions, except as the Director of the Program may authorize other individuals to speak officially for the Program.

f. The Director shall designate a faculty member to handle his/her responsibilities in the event of the Director's temporary absence.

g. The Director shall inform the Faculty Council of directives, actions, and policies, as well as other circumstances and conditions which may affect the Program.

h. The Director will advise individual faculty members regarding their professional responsibilities and goals, in accordance with [ACD 301](https://www.asu.edu/aad/manuals/acd/acd301.html).

1. The Director shall prepare an agenda for and preside over general meetings of the Faculty Council. The Director must notify Faculty Council members of meeting dates and times, relay information from the Dean about College matters, and place issues on the agenda raised by any member of the Faculty Council calling for action.
2. The Director will disseminate the minutes of the previous meeting prior to the next scheduled meeting.

k. The Director shall oversee the annual performance evaluations ([ACD 506-10](https://www.asu.edu/aad/manuals/acd/acd506-10.html)) of all faculty members, and review and recommend action to the Dean regarding faculty probationary ([506-03](https://www.asu.edu/aad/manuals/acd/acd506-03.html)), tenure ([506-04](https://www.asu.edu/aad/manuals/acd/acd506-04.html)), promotion ([506-05](https://www.asu.edu/aad/manuals/acd/acd506-05.html)), and sabbatical ([ACD705](https://www.asu.edu/aad/manuals/acd/acd705.html)) reviews as outlined in University policy and AIS Guidelines.

B. Academic and College Senators

1. Selection Procedures

The voting membership of the Faculty Council elects a senator to serve for a 3-year term. The senator will serve both in the college senate and the university academic senate.

2. Duties

1. The senator is expected to attend senate meetings (both college and university senates) and Faculty Council meetings and to report senate activities to the Faculty Council. When controversial issues arise, the senator should seek Faculty Council opinion before voting by polling the Faculty Council through discussion at Faculty Council meetings. Election of the senator is held in April; the senator elected at that time will begin service in the following fall semester.

**ARTICLE V: THE NATURE AND FUNCTION OF THE PROGRAM**

1. The American Indian Studies Program subscribes to principles of self-governance and free expression. It encourages members to express their opinions on any matter to the Director, to the members of the Program’s various committees, and to the Faculty Council during its meetings. Any matter affecting the well-being of the Program may be raised by any member at any Faculty Council meeting.

B. Meetings

1 Normally, the Director will schedule at least three Faculty Council meetings for each semester.

2. The Director will publish an agenda for each meeting and may require written reports to be submitted prior to each meeting. Information regarding important policy matters should normally be distributed prior to the meeting. Minutes will be distributed following the meeting in a timely manner.

3. Voting members of the Faculty Council are expected to attend all Faculty Council meetings. The Faculty Council may choose to allow visitors to attend Faculty Council meetings. Visiting faculty members are free to attend Faculty Council meetings and participate in the discussion of matters before the Faculty Council, excluding personnel matters, but they are not voting members. Voting members of the Faculty may vote to reconvene in executive session to consider personnel matters.

4. When directed by the Director, Program staff will attend Faculty Council meetings.

5. Faculty Voting Procedure. Faculty Council meetings will be conducted in conformity with generally accepted principles of Native consensus building. A quorum (defined as over one-half of the in-residence Program voting members) must be present to render any vote official. When consensus cannot be reached in a reasonable period of time, the Director or Faculty Council members may call for a vote. The matter under discussion will then be resolved by a majority vote. Procedural rulings of the Director during Program meetings are subject to reversal by consensus of the voting members present at the meeting. Meetings will be conducted on the basis of mutual respect for colleagues as professionals and according to the premise that dissenting views should be presented in an atmosphere of courtesy and fair mindedness.

6. Ordinarily, Faculty Council meetings will not continue beyond two hours. Meetings may be continued beyond two and a quarter hours by a consensus of the members present.

7. The Director may call special meetings. Notification of special meetings should be provided in writing to Faculty Council members at least three days in advance.

8. During the meetings, the Faculty Council will work cooperatively in matters of program development and curriculum review. When necessary, the Director may appoint a Faculty Council member to take the lead in such work.

9. Program business will be conducted only when a quorum is present.

10. When consensus cannot be reached, voting shall normally be done by a show of hands, but any voting member may request the use of a secret written ballot on any issue.

**ARTICLE VI: ADVISORY BOARD**

1. The purpose of the Advisory Board is to provide advice concerning Program development and to assist the Faculty Council with committee work, when necessary.
2. Tenure-track and tenured faculty members, full time non-tenure eligible faculty members, Faculty Affiliates, and American Indian Community members are eligible to serve on the Advisory Board. At least one of the faculty members should be an FTE in the American Indian Studies Program.
3. Membership on the Advisory Board is by invitation from the Director.
4. The Director may convene one or more general Advisory Board meeting per semester.

**ARTICLE VII: COMMITTEES**

The program standing committees include a Personnel Committee, a Curriculum Committee, a Graduate Committee, a Search Committee, and a Promotion and Tenure Committee. In other matters the Faculty Council as a whole will carry out the work of the Program.

1. Personnel Committee
2. Selection Procedures

The Personnel Committee will consist of three faculty members from the Faculty Council. The Director, in consultation with the Faculty Council, will compile a listing of candidates. The Faculty Council will select Personnel Committee members by consensus. The committee will select its Chair, who must be tenured. The Program Director is ineligible for membership on the Personnel Committee.

1. Duties

The Personnel Committee will convene, review supporting materials, and make recommendations to the Director in cases of sabbatical requests and annual performance reviews. Consistent with [ACD 506-10](https://www.asu.edu/aad/manuals/acd/acd506-10.html), annual performance reviews will be conducted using the guidelines for those reviews developed by the Faculty Council (which will have been reviewed and approved by the Director, Dean, and Provost).

1. Curriculum Committee
2. Selection Procedures

The Curriculum Committee will consist of a minimum of three faculty members from the Faculty Council and Affiliate Faculty, when necessary. The Faculty Council will select Curriculum Committee members by consensus. The terms for the Chair and members shall be one year (renewable). The Program Director is ineligible for membership on the Curriculum Committee.

1. Duties

The Curriculum Committee’s duty is to ensure the academic integrity of the undergraduate and graduate programs and promote the continuous improvement of its curriculum. The Curriculum Committee will review and recommend action to be taken by the Director for: all course syllabi, as needed; major changes in existing courses (i.e., new course numbers, changes in course numbers, change in credit, significant changes in course contents); new courses, certificates, and graduation requirements; discontinuance of courses; and student petitions.

1. Graduate Committee
2. Selection Procedures

The Graduate Committee will consist of three faculty members from the Faculty Council and Affiliate Faculty, when necessary. The Director, in consultation with the Faculty Council, will compile a listing of candidates. The Faculty Council will select the Graduate Committee members by consensus. The committee will select its Chair from the tenured core AIS faculty.

1. Duties

The Chair of the Graduate Committee will be the contact for the AIS Master of Science degree program and provide the leadership to accomplish the duties of the Committee. As such, the Chair will serve as the Director of Graduate Studies.

The Graduate Committee will oversee the recruitment of students, evaluate applications, recommend students for admission, assign admitted students to AIS faculty for advising, approve supervisory committees, provide oversight of student’s plan of study and student progress, and consider requests from students for program exceptions. The Committee will also conduct an on-going assessment of the program and make recommendations for improvement, including the course offerings.

1. Search Committee
2. The purpose of the search committee is to develop faculty job descriptions, advertise faculty positions, screen candidates, and make recommendations to the Director on faculty member hires.
3. Membership selection for the search committee is determined by the Faculty Council, in accordance with the Faculty Voting Procedure (see Article V, B.5) and [ACD 111-01](https://www.asu.edu/aad/manuals/acd/acd111-01.html). The Director will appoint the Chair, who must be a full-time faculty member in the Program.
4. The search committee will consist of three to five tenured and tenure-track faculty members, including the Chair. At least half of the members must be elected by the faculty. The majority of the search committee will be from the Program.
5. Promotion and Tenure Committee
6. Membership
7. All tenured associate and full professors who are tenured in AIS or who are members of the Advisory Board are eligible to serve on the committee, which will be selected during the spring semester prior to when a tenure-track faculty member has applied for promotion and tenure. Members will be selected in accordance with the Faculty Voting Procedure (Article V, B.5) and with [ACD 111-01](https://www.asu.edu/aad/manuals/acd/acd111-01.html).
8. Both associate and full professors may participate in the committee that considers promotion and tenure of assistant professors, in addition to probationary reviews.
9. Only full professors may participate in the committee that considers promotion to full professor.
10. The promotion and tenure committee will consist of three tenured faculty members including the Chair. In the event that there are not a sufficient number of faculty members at the appropriate rank to serve in this capacity, an Ad Hoc Committee will be formed in collaboration with the Director and the College.
11. Chair

The Director will appoint the Chair of the committee at the beginning of each academic year during the spring semester when AIS has a promotion and tenure action.

1. Ad Hoc Committees
2. Selection Procedures

The Director will form Ad Hoc Committees in consultation with the Faculty Council.

1. Duties

Each Ad Hoc Committee will exist for specific functions such as searches, probationary reviews, and promotion and tenure. Per ACD 111-10, the Faculty Council will vote on the selection of Ad Hoc Committees formed for faculty searches or for promotion and tenure decisions.

**ARTICLE VIII: HIRING FACULTY AND ACADEMIC PROFESSIONALS**

1. Principles
2. Hiring priorities are set by the Director in consultation with the faculty.
3. No formal search can be undertaken without prior discussions with the Faculty Council.
4. The search committee will present its recommendation to the Faculty Council. The Faculty Council will review the search committee recommendation and make comments on the recommendation to the Director. The Director will consider the recommendation of the search committee and the comments of the Faculty Council to reach a decision, which then will be provided to the Dean.
5. The Director is the official hiring agent of the Program.

C. Procedures

1. All candidates for a position in the Program must be reviewed by a Program Search Committee.
2. The Search Committee must evaluate the candidates’ materials, arrange their on-campus interviews, and make a recommendation to the Director concerning hiring.

1. Faculty Council must be active participants in the selection process.
2. In hiring above the assistant professor rank, the qualifications of the candidate must be in full conformity with the Program criteria for an associate or full professor.

**ARTICLE IX: PROMOTION AND TENURE REVIEWS**

1. Procedures for Promotion and Tenure for Candidates
2. Candidacy

All tenure track faculty are expected to apply for tenure and promotion at the designated end of their probationary period, unless otherwise altered due to extenuating circumstances. However, the Director may advise a tenure track faculty member to seek promotion and tenure ahead of schedule, if he or she is sufficiently advanced in their progress. Also, the tenure track faculty member may initiate the latter, in consultation with the Director. Tenured faculty may, in consultation with the Director, initiate the application for promotion. All promotion and tenure cases must follow the Process Guide for Promotion and/or Tenure outlined at the link below. The Process Guide includes steps, responsibilities, required materials, schedule and other relevant information.

<https://provost.asu.edu/sites/default/files/ProcessGuidePromotionTenure.pdf>

1. Procedures Governing the Review Process within the Program
2. Confidentiality

Letters of evaluation, Promotion and Tenure Committee discussions, and non-published materials in the candidate’s file are strictly confidential. Violations of confidentiality by members of the Committee are subject to Program and University sanction.

1. The File

The Director shall assemble the file of materials submitted by the candidate and the Director shall make them available to the Committee in a secure, convenient site. Materials may not be removed from the site without specific arrangement with the Director and the Chair of the Promotion and Tenure Committee.

1. Reading Letters and Materials

Only members of the Promotion and Tenure Committee will have access to the confidential letters and the materials in the candidate’s file.

1. Communication with Candidate

After the committee has completed its deliberations and forwarded its materials to the Program Director, the Program Director will provide an oral report to the candidate of the candidate’s strengths and weaknesses.

**ARTICLE X: PROBATIONARY EVALUATION OF FACULTY**

The Personnel Committee shall conduct the annual evaluations of untenured faculty following the guidelines given in the ACD Manual and the CLAS policy and procedures.

**ARTICLE XI: PROMOTION FROM ASSISTANT TO ASSOCIATE PROFESSOR**

The American Indian Studies Program is committed to enhancing its distinction in scholarship, teaching, and service. The Program’s mission is to promote the advancement and dissemination of knowledge, not only for the educational benefit of students and faculty at Arizona State University but also for a national and international audience of teachers, scholars, and students engaged in the development of the discipline of American Indian studies. The Program recognizes that research, teaching and service are closely intertwined and considers excellence in these areas must be in accordance with a faculty member’s overall record.

Because the ASU American Indian Studies Program is composed of scholars with different training and research agendas, the Program has very detailed assessment procedures for promotion and tenure that assure candidates will be adequately evaluated by specialists in their respective fields.

Each candidate for promotion to Associate Professor with Tenure will be judged in three categories: Research, Teaching, and Service. To be recommended for promotion to associate professor with tenure, the candidate must present an overall record of excellence in all three areas of assessment.

**Research**. Distinction in scholarly activity is essential for promotion and tenure in the AIS. The various disciplines represented in AIS call for different systems of knowledge, different theoretical and methodological approaches (e.g. fieldwork, textual analysis, quantitative analyses), and different modes of dissemination (e.g. books, articles). Expectations for faculty requesting tenure and promotion, therefore, will vary. Most faculty members will work individually, others collaboratively; some will work in established disciplines; others at the interfaces of traditional disciplines.The evaluation process, consequently, should be flexible and appropriate to each faculty member’s research program. Reviewers shall exercise reasonable flexibility in evaluating a candidate’s qualification for tenure and promotion. However, flexibility does not imply a relaxation of high standards. Superior attainment in scholarly research is an indispensable criterion for tenure and promotion.

1. **Definition of Quality**

AIS defines quality as the impact the scholarly activity has on the field of American Indian Studies or on the disciplinary-specific fields that comprise it. Such scholarship provides original breakthroughs, cutting-edge insights or conclusions in theory, methodology, and knowledge. Quality productivity is premised on a well-defined and continuous program of superior research as evidenced by on-going archival, theoretical, and/or empirical investigation, proposal development, or technical application. The quality of the scholarly activity and its contribution, recognition, and impact in the field takes precedence over mere quantity. The following list provides additional detail to AIS’s definition of quality.

* Significance of the scholarly activity, including how it redefines and reshapes the field(s) in question.
* Theoretical, methodological and conceptual innovation of the scholarly product.
* Impact of the scholarly product in areas such as public policy and applied or clinical contexts.
* The ability to obtain extra-mural support for research projects.
* Evidence of a sustained and continuing program of published research toward promotion to Associate Professor with tenure and eventual promotion to Full Professor.
1. **Indicators of Quality**

The types of publications, activities, or other methods of public dissemination that are most indicative of quality and a rigorous research agenda include:

* Articles in refereed journals.
* Refereed books or monographs published by major university or trade presses.
* Refereed edited collections published by academic or trade presses, including state historical society presses, in which the editor contributes significantly to its development and presentation: for example, a comprehensive introduction by the editor explaining the collection’s theoretical, methodological and historical formation and contribution.
* Chapters in peer-reviewed books published by major university or trade presses.
* Developing, writing, and winning major research and production grants.
* Prizes, awards, national and international recognition by peer organizations, academic institutions, and public and community agencies and organizations.
* Textbooks, encyclopedias, and encyclopedic entries, only if these become part of a distinguished and recognized compendium of work. Assistant professors are advised to refrain from engagement as primary contributors.
* Translations of significant works that contribute to the field of American Indian Studies.
* Technical reports including funded research reports, manuals, commissioned reviews and reports, and article-length commentaries depending on length and importance may be deemed equivalent to one peer-reviewed article in a major journal.
1. **Thresholds of Productivity**

Early in the first year of appointment, each untenured faculty member in consultation with the AIS Director is expected to select one of the following thresholds of productivity that must be met at the time of applying for promotion and tenure. Those measures should be explicitly stated in a mutually agreed upon document with the AIS Director. The following list provides *examples* in which each item is equal to any other item on the list.

1. Six to ten substantive articles in peer-reviewed journals. The specific quantity of articles will be guided by factors such as the distinction of the periodicals, the rate of acceptance/rejection, and impact. Reprints or similar versions of an article or creative work will be treated as a single production.
2. A book or monograph published by a major university or trade press combined with at least two to three substantive refereed articles and/or book chapters.
3. One or more significant funded research grants and appropriate public dissemination of grant project results *along with* at least two referred articles and/or at least two significant public, invited, or academic projects.

AIS recognizes the importance and value of collaborative work in single-discipline or interdisciplinary scholarly contexts. In all promotion cases, co-authorship publications and creative productions will be assessed in accordance with the division of labor described by the candidate and documented by her/his collaborators.

AIS’s Promotion and Tenure Committee may request from candidates additional explanatory materials needed to complete its work. For example, because of the variations in design and quality of electronic and digital products, candidates presenting such materials as evidence of professional scholarly and/or creative work may also be asked to provide a written explanation of how the submitted materials compare or are equivalent to approved AIS measures of quality and quantity. This applies equally to candidates who present materials written in languages other than English for which the Promotion and Tenure Committee may request English translations.

1. **Teaching.** American Indian Studies is committed to the goal of excellence in teaching. In a public university the ability to educate undergraduates is crucial to the mission of the university. A candidate for promotion to Associate Professor with tenure must provide evidence of high quality teaching with undergraduate students. The assessment of the candidate’s teaching ability will be drawn from the annual performance reviews, Director’s annual evaluations, third-year faculty review, and student teaching evaluations gathered during the probationary period. Student teaching evaluations and other appropriate measurements must be at the upper end of the program norms. Candidates are expected to play an active role in teaching of core classes and further development of AIS curriculum.
2. **Service**. Candidates for promotion to the rank of Associate Professor with tenure must provide evidence of involvement and service in committee work with program, college, university and community appropriate to their rank. Candidates need to have only limited involvement in committee work on the program, college, and university levels. Participation in appropriate professional organizations and community service with American Indian nations, communities and/or organizations is expected. The community service must be meaningful and linked to the candidate’s substantive areas of scholarly interests.

**ARTICLE XII: PROMOTION FROM ASSOCIATE TO FULL PROFESSOR**

1. **Preamble**. Candidates for the rank of full professor will be evaluated according to the criteria outlined in the by-laws regarding the promotion to associate. However, they will be evaluated with the added expectation that s/he has continued to achieve a record of excellence commensurate with the senior rank since appointment to associate professor. Consequently, while there is no specific timeframe for how long after earning the rank of associate one should then go up for Full Professor status, candidates ought to be able to demonstrate a continued outstanding record of scholarly work (i.e., research and publications), teaching, and service. Moreover, there should be evidence that the candidate has achieved a recognizable level of status within their field, area of specialty, or profession. The benchmarks for determining a successful candidate for promotion will be based in large part on what the candidate achieved since earning tenure and how effectively these achievements created a coherent and evolving trajectory and impact on said field, area of specialty, or profession, but will also consider the entire career of the individual. A "coherent trajectory" is defined as a common idea, topic, issue, or problem that recurs throughout the candidate's publications (or comparable works), which connect these works in a meaningful way, and which the candidate is expected to articulate in the personal statement submitted in her/his application for promotion.

1. **Scholarly work**. Candidates are expected to have continued, in alignment with the above articulated criteria, since attaining the rank of associate professor, their scholarly productivity by producing, for example, additional monographs, refereed articles, book chapters, edited works, or textbooks within the field of American Indian studies. Furthermore, such scholarly activity should have earned the candidate national or international recognition from her/his peers. Evidence of status may include having her/his work cited in the work of other scholars, book awards, research grants, invitations for lectures, and keynote addresses. The scholarly work of the successful candidate should be judged by external reviewers as highly original and as having made a substantial contribution to their field, area of specialty, or profession. These and other evidence (e.g., a personal statement describing the candidate’s scholarly contributions) will be used to determine if the candidate for promotion has achieved an appropriate level of external recognition for her/his research program or primary creative field.
2. **Teaching**. The candidate for promotion to full professor will be expected to have sustained a record of excellence in teaching as outlined in the by-laws regarding promotion to associate. S/he will have continued to make teaching contributions at undergraduate and graduate levels (as available) and to have been active in student mentoring and committee work, for example, independent studies, honor’s theses, master’s theses and dissertation committees. The candidate’s personal statement should include a section on teaching in which the candidate emphasizes her/his contributions to the teaching mission of AIS and the University and her/his development as a teacher—such as curriculum development and pedagogy—which has occurred since earning tenure. Moreover, the teaching section should include an agenda for future development.
3. **Service.** Those seeking promotion to full professor will be expected to have a record of significant contributions to their program, college, university, and community, in addition to their profession, throughout their career, but particularly since attaining the rank of associate professor. Internally, service will consist of standing committee work (e.g., personnel, curriculum, graduate admissions). Externally, service may include editorial board work, and committee work for national organizations relevant to the candidate’s field, area of specialty or profession. Community service integral to American Indian Studies (e.g., providing knowledge and expertise to an American Indian Community) will be considered as a component of the candidate’s service and will be part of her/his evaluation for promotion to full professor.

**ARTICLE XIII: CLARIFICATION AND HIGHER AUTHORITY**

In areas not specifically addressed by this document, the Program adheres to the policies of the College of Liberal Arts and Sciences, the policies of Arizona State University as outlined in the ACD Manual, and the Board of Regents policies. Should any portion of these Bylaws conflict with College of Liberal Arts and Sciences, University, or ABOR policies, the latter will control, in order of increasing authority.

**ARTICLE XIV: RATIFICATION AND AMENDMENT**

1. Ratification

This document will become effective, as outlined in the motion of adoption, upon consensus by the Faculty council during a regular meeting, subject to final approval by the Provost.

1. Amendment

1. Proposals for amendments to these Bylaws must be sent to Faculty Council members at least ten days prior to the dates on which action is to be taken on them. This provision is not subject to a motion to suspend the rules.

1. Amendments to these Bylaws require a consensus of the Faculty council members at a regular meeting. If a consensus cannot be reached within a reasonable time, then a vote will be taken.
2. Any Faculty Council member wishing to propose alteration, amendment, or adoptions of Bylaws must provide at least one month’s written notice prior to the meeting at which such changes will be considered.
3. These Bylaws may not conflict with those of the College of Liberal Arts and Sciences or the ACD Manual, both of which takes precedence.

**ARTICLE XV: INDIGENOUS FACULTY COUNCIL AUTHORITY**

The Traditional Indigenous Consensus Process that promotes a spirit of collegiality, cooperation, consensus building, and mutual respect will guide all Faculty Council, committee, and Advisory Board meetings.