Herberger Institute for Design and the Arts

College Bylaws

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 **ARIZONA STATE UNIVERSITY**

**HERBERGER INSTITUTE FOR DESIGN AND THE ARTS**

**BYLAWS OF THE ACADEMIC ASSEMBLY**

APPROVED by HIDA Faculty 04/25/18

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**HERBERGER INSTITUTE FOR DESIGN AND THE ARTS**

**BYLAWS OF THE ACADEMIC ASSEMBLY**

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**ARIZONA STATE UNIVERSITY**

**HERBERGER INSTITUTE FOR DESIGN AND THE ARTS**

**BYLAWS OF THE ACADEMIC ASSEMBLY**

# Preamble

## Establishment of the Academic Assembly

### The faculty of the Herberger Institute for Design and the Arts, Arizona State University, through these Bylaws, provides the organization and procedures by which and through which it may function, within the range of its authority and responsibility, as prescribed by the laws of the State of Arizona, the policies established by the Board of Regents, including the Conditions of Faculty Service, and the policies established by Arizona State University, including the Arizona State University Academic Constitution and Bylaws, and the Academic Affairs Policies and Procedures Manual ([ACD Manual](http://www.asu.edu/aad/manuals/acd/)).

# The Academic Assembly

## Faculty Governance

### This document hereby creates the Academic Assembly of the Herberger Institute for Design and the Arts, hereafter referred to as the Academic Assembly.  The Academic Assembly is the primary governing unit of the faculty and academic professionals of the Herberger Institute for Design and the Arts.

## Purpose and Function

### Members of the Academic Assembly participate in and share the responsibilities and obligations of governance of the Herberger Institute for Design and the Arts and the University as provided for by the Arizona Board of Regents in [ABOR Policy 6-201](http://www.abor.asu.edu/1_the_regents/policymanual/chap6/chap6_part1.htm#6-201). In discharging its responsibility, the Academic Assembly shall be a collective voice for its members and be empowered to recommend and provide counsel on the establishment and content of all matters of Herberger Institute for Design and the Arts policy pertaining to educational policies and procedures, faculty and academic professional grievances, faculty and academic professional personnel, budgetary affairs, support services, and all other matters affecting the role of the faculty and academic professional in the Herberger Institute for Design and the Arts, as provided in [ACD 112-01](http://www.asu.edu/aad/manuals/acd/acd112-01.html) and [ACD 203-01](http://www.asu.edu/aad/manuals/acd/acd203-01.html). This shall be accomplished in a manner that assures the coordination and continuity of its affairs and promotes maximum communication and cooperation between the faculty, academic professionals, and the administration.

## Relation of Herberger Institute for Design and the Arts Bylaws to Other Governance Documents

### This document is intended to be consistent with the documents listed in the Preamble.  To the extent that there is any inconsistency between this document and the documents and policies listed above, the document and policies listed above shall prevail, as required by [ABOR Policy 1-113](http://www.abor.asu.edu/1_the_regents/policymanual/chap1/chapter_I.htm#1-113) and [ACD 111-02](http://www.asu.edu/aad/manuals/acd/acd111-02.html). To the extent that there is any inconsistency between this document and the governance documents of the Herberger Institute for Design and the Arts schools or museum, or between this and other Herberger Institute for Design and the Arts documents, this document shall prevail, as specified by [ACD 111-02](http://www.asu.edu/aad/manuals/acd/acd111-02.html).

## Membership and Voting Rights

### Membership in the Academic Assembly comprises voting and non-voting members.  Voting members are those faculty members who are members of the ASU Academic Assembly as defined in [ACD 505-02](http://www.asu.edu/aad/manuals/acd/acd505-02.html) (i.e. all employees of the Arizona Board of Regents in teaching, research, or service whose notice of appointment is as lecturer, senior lecturer, instructor, assistant professor, associate professor, professor, clinical faculty, professor of practice, research faculty, or persons who are otherwise designated as faculty on the notice of appointment) in one of the schools of the Herberger Institute for Design and the Arts.  Non-voting members are those academic appointees including faculty associates, year-to-year academic professionals, visiting faculty, and emeritus faculty.  Non-voting members may attend open meetings of the Academic Assembly.

### Faculty members and academic professionals who are on [Leave of Absence](http://www.asu.edu/aad/manuals/acd/acd701.html) including sabbatical leave do not have Academic Assembly voting rights during their leave, consistent with ACD 705.

### Faculty members and Academic Professionals with continuing status who are serving in administrative assignments have voting rights in the Assembly as long as at least 15% of their assignment remains in a department, program, or school in the Herberger Institute for Design and the Arts.

### The dean and associate deans are *ex-officio* members of the Academic Assembly without voting privileges.

### Representative members of the Herberger Institute for Design and the Arts staff may also be invited by the Chair to open meetings of the Academic Assembly.  Although these individuals may be invited to offer their opinions before the Academic Assembly, they do not vote.

## Authority and Responsibility of the Academic Assembly

### The Academic Assembly shall possess all rights, privileges and prerogatives conferred upon it by the Board of Regents, the University administration, the governance documents of Arizona State University, and the administration of the Herberger Institute for Design and the Arts. As provided in [ACD 203-01](http://www.asu.edu/aad/manuals/acd/acd203-01.html):

#### The responsibilities of the Academic Assembly and/or its committees include but are not limited to recommendations regarding:

##### The form of faculty and academic professional governance at the institute level;

##### Reporting and recommending on the deliberations of its standing and special committees.

#### The responsibilities of the standing or special committees of the Academic Assembly include but are not limited to recommendations regarding:

##### Approval of course content and manner of instruction;

##### Establishment of requirements of matriculation and of degree;

##### Faculty and academic professional appointments and promotion;

##### Selection of directors of schools and certain academic administrators. Recommending bodies shall include faculty and academic professional representation;

##### Discipline of members of the faculty and the formulation of rules and procedures for the discipline of students;

##### Establishment of norms for teaching responsibilities and for evaluation of both faculty and student achievement;

##### Policies and procedures governing the annual performance review process and salary adjustments.

#### Recommendations adopted by the Academic Assembly become effective upon approval of the dean of the Herberger Institute for Design and the Arts.  In the event that the dean does not approve the recommendation, the dean will provide, to the leadership of the Academic Assembly, notice that approval has not been granted, and, upon request from the leadership, a statement of the rationale for withholding approval.

# Officers of the Academic Assembly

## Officers of the Academic Assembly

### The officers of the Academic Assembly shall be a Chair, a Vice-Chair, and a Secretary.

### The officers of the Academic Assembly shall serve on the Committee of the Faculty, an advisory and recommending body to the dean.

## Chair of the Academic Assembly

### Election, Qualifications, and Responsibilities:

#### The Chair shall be elected from and by the Academic Assembly and shall serve for a term of three years. In the event that the chair vacates the position prior to the end of the three-year term, a special election shall be held to replace the chair for the remainder of the term.

#### To be Chair of the Academic Assembly, one must hold tenure.

#### The dean, associate deans, school directors, and associate or assistant directors may not hold the position of Chair of the Academic Assembly.

#### The Chair may call meetings of the Academic Assembly.

#### The Chair shall preside at all meetings of the Academic Assembly.

#### The Chair, in conjunction with the dean, is responsible for preparing the agenda for all meetings and for communicating to the dean all actions of the Academic Assembly.

## Vice-Chair of the Academic Assembly

### Election, Qualifications, and Responsibilities:

#### The Vice-Chair shall be elected from and by the Academic Assembly and shall serve for a term of three years. In the event that the vice chair vacates the position prior to the end of the three-year term, a special election shall be held to replace the vice chair for the remainder of the term.

#### To be Vice-Chair of the Academic Assembly, one must hold tenure.

#### The Vice-Chair may not hold an administrative position within the Herberger Institute for Design and the Arts while in the position of Vice-Chair.

#### The Vice-Chair shall serve in the place of the Chair when the Chair is unable to serve or when designated to do so by the Chair.

## Secretary of the Academic Assembly

### Election, Qualifications, and Responsibilities:

#### The Secretary of the Academic Assembly shall be elected from and by the Academic Assembly and shall serve for a term of three years. In the event that the secretary vacates the position prior to the end of the three-year term, a special election shall be held to replace the secretary for the remainder of the term.

#### The Secretary may not hold an administrative position within the Herberger Institute for Design and the Arts while in the position of Secretary.

#### The Secretary is responsible for the records of the Academic Assembly, including the By-Laws, and oversees all elections and replacements to committees and faculty offices of the Academic Assembly.

#### The Secretary to the Academic Assembly shall:

#### (1) Distribute all documents necessary for the deliberation of the Academic Assembly (2) Distribute the agenda (3) Prepare and distribute the minutes.

#### The permanent files of the above-listed items will be maintained by the Secretary, unless and until the dean’s office becomes a repository for these files.

#### The Secretary serves as parliamentarian for meetings of the Academic Assembly.

# Other Representation

## University Senate Delegation

### Appointment, Qualifications, and Responsibilities:

#### The method for selecting representatives to the ASU University Senate shall be determined by the Assembly members of each representational unit, in accordance with the provisions of the [ASU Academic Constitution](http://usenate.asu.edu/constitutions) and the unit's bylaws.

#### Members of the University Senate Delegation will serve on the Committee of the Faculty, an advisory and recommending body to the dean.

#### Senators may not hold an administrative position within the Herberger Institute for Design and the Arts while in the position of University Senator.

#### The terms of office of the elected members of the University Senate Delegation shall be for the duration of their terms of office in the ASU University Senate.

# Meetings of the Academic Assembly

## Regular Meetings

### Regular meetings of the Academic Assembly shall be held at least once during each of the Fall and Spring semesters. The dean of the Herberger Institute for Design and the Arts or the Chair of the Academic Assembly may call meetings of the Academic Assembly. The Chair of the Academic Assembly shall preside. An agenda shall be prepared by the Chair in consultation with the dean and shall be provided together with a “Notice of Meeting” to each member of the Academic Assembly at least two weeks prior to the meeting day.  Any member may have an item of business placed on the agenda by notifying the Chair or dean prior to the distribution of the agenda.

### A “Notice of Meeting” in writing, stating the time, place, and purpose of each Academic Assembly meeting shall be provided to each member via electronic mail or other appropriate means.

## Quorum

### Forty (40%) percent of the voting members of the Academic Assembly not on a sabbatical or research leave at the time of the meeting constitutes a quorum.

## Proxies

### Proxy votes will not be permitted on matters deliberated during the meeting.

## Methods of Voting

### Recommendations received from a standing committee within the Herberger Institute for Design and the Arts that require action by the Academic Assembly have the status of a main motion and do not require a motion from a member of the Academic Assembly or a second to be considered.

### Any method of voting may be used at the discretion of the presiding officer, including unanimous consent, voice vote, hand vote, or paper or electronic ballot. All voting done by secret or electronic ballot shall be confidential. When a written ballot is used, the results will be counted by tellers appointed by the Chair. The ballots will be destroyed after the results are announced.

### At the request of five (5) members, a vote by secret ballot shall be ordered. If such a request is made, a secret ballot will be prepared by the Secretary and distributed to the voting members present at the meeting.

### When a vote on a motion before the Academic Assembly is taken by ballot outside of a meeting, all voting members of the Academic Assembly are eligible to vote, whether or not they were present for the discussion, if a provision for allowing all voting members of the Assembly to vote is included in the motion under consideration. Ballots shall be returned to the Secretary within two weeks of their distribution for an official count. However, voting on any personnel matter (hiring, appointment, promotion, tenure, renewal, etc.) is restricted to those who are present at the final meeting where the motion on that personnel matter is presented, discussed, and voted upon.

## Minutes

### Minutes of the meeting shall be published within three weeks of each Academic Assembly meeting.

2. Minutes shall be archived in the faculty section of the Herberger Institute for Design and the Arts website.

## Rules of Order

### Meetings shall be conducted according to the latest edition of *Robert’s Rules of Order* unless otherwise specified in these Bylaws or by the Standing Rules of the Academic Assembly.

## Special Meetings

### The dean or the Chair of the Academic Assembly may call special meetings of the Academic Assembly.  In addition, the Chair shall call a special meeting upon receipt of a written request from nine (9) members of the Academic Assembly.  The purpose of the meeting shall be stated explicitly and the meetings shall be limited to the stated purpose. The agenda for the special meeting shall be prepared by the Chair in consultation with the dean and shall be provided together with a “Notice of Meeting” to each member of the Academic Assembly at least two weeks prior to the meeting day.

### A “Notice of Meeting” in writing, stating the time, place, and purpose of the special meeting of the Academic Assembly shall be provided to each member.

# Committees of the Academic Assembly

## Committees of the Academic Assembly

### The Academic Assembly, through these bylaws, provides for the following Committees:

#### Standing Academic Committees

##### Personnel Committee

##### Graduate Curriculum Committee

##### Undergraduate Curriculum Committee

##### b) Ad Hoc Committees

## Purpose

### Standing Committees

#### Standing Committees provide a structure for the generation of, processing of, and review of recommendations to the Academic Assembly and/or the dean regarding matters of faculty governance and other matters affecting faculty of the Herberger Institute for Design and the Arts.

### Ad Hoc Committees

#### Ad Hoc Committees conduct research and make recommendations on topics of interest to the Academic Assembly or the dean, and assist in the administration of the Herberger Institute for Design and the Arts by providing the expertise and vantage point of the faculty.

## Policies and Procedures for the Governance of Committees of the Academic Assembly

### The responsibilities, membership, participation, terms of office, and methods of voting for these committees shall be governed by the provisions outlined in the “Policies and Procedures of the Academic Assembly” document, unless specified in this document.

## The Personnel Committee

### Purpose and Function

#### The Herberger Institute for Design and the Arts Personnel Committee fulfills the rights of the faculty as provided in [ACD 111](http://www.asu.edu/aad/manuals/acd/acd111-01.html) to make recommendations through the representative voting process on matters of appointing, retaining, and evaluating faculty, and as a part of the tenure, promotion, and the post-tenure review processes. The committee may consider proposals and make recommendations to the dean on the granting of sabbatical leaves of absence.

### Membership

#### Each school in the Herberger Institute for Design and the Arts shall elect one representative to the Personnel Committee in accordance with the procedures provided in their school bylaws. Voting members of the Academic Assembly will elect from among the Herberger Institute for Design and the Arts faculty two members to serve at large.

#### No school shall have more than two representatives serving simultaneously on the Personnel Committee.

#### All tenured faculty members are eligible to serve on this committee, subject to the restrictions stated in the Policies and Procedures document, III. B, 2, "Membership".

### Personnel Sub-Committee for Fixed Term and Academic Professionals

### The Personnel Sub-Committee for Fixed Term and Academic Professionals fulfills the rights of faculty and academic professionals as provided in ACD 111 to make recommendations, through a representative voting process, on matters of appointing, retaining, and evaluating fixed term faculty and academic professionals, and as part of the promotion and post-tenure review process. The sub-committee may also consider proposals and make recommendations to the dean on the granting of sabbaticals and leaves of absence for continuous faculty and academic professionals who are eligible for such leaves.

### Each school in the Herberger Institute for Design and the Arts shall elect one representative from among the fixed term faculty and academic professionals in its unit to serve on the Sub-Committee.

### All fixed term faculty and academic professionals are eligible to serve on this committee.

## The Graduate Curriculum Committee

### Purpose and Function

#### The Graduate Curriculum Committee is responsible for oversight of all requirements and policies pertaining to all graduate degree programs. As such it:

##### Reviews and makes recommendations on graduate academic program matters.

##### Establishes and upholds Herberger Institute for Design and the Arts policies concerning academic standards for graduate students.

### Membership

#### Each school in the Herberger Institute for Design and the Arts shall provide one representative to the Graduate Curriculum Committee in accordance with the procedures provided in their school bylaws. A Dean's designee will serve *ex-officio* as a non-voting member.

#### Any voting member of the Academic Assembly is eligible to serve on this committee. The majority of members must be tenured or tenure track faculty.

## The Undergraduate Curriculum Committee

### Purpose and Function

#### The Undergraduate Curriculum Committee is responsible for oversight of all requirements and policies pertaining to all undergraduate degree programs. As such it:

##### Reviews and makes recommendations on undergraduate academic program matters.

##### Establishes and upholds Herberger Institute for Design and the Arts policies concerning academic standards for undergraduate students.

### Membership

#### Each school in the Herberger Institute for Design and the Arts shall provide one representative to the Undergraduate Curriculum Committee in accordance with the procedures provided in their school bylaws. A dean's designee will serve *ex-officio* as a non-voting member.

#### Any voting member of the Academic Assembly is eligible to serve on this committee.  The majority of members must be tenured or tenure track faculty.

# Amendments and Revisions to the Bylaws

## Amendments and Revisions to the Bylaws of the Academic Assembly

### These Bylaws may be amended, revised, or repealed by a two-thirds (2/3) majority, provided 40% of the members of the Academic Assembly vote. Amendments and revisions must be approved by the Provost before those changes are incorporated in these bylaws.

### As per [ACD 111-02](http://www.asu.edu/aad/manuals/acd/acd111-02.html), amendments to the bylaws cannot be proposed and voted on in the same meeting.

# Policies and Procedures Manual

## Establishment of a Policies and Procedures Manual

### A Policies and Procedures Manual shall be established and maintained.

## Content of the Policies and Procedures Manual

### The Policies and Procedures Manual shall define procedures for the work of faculty governance in keeping with the contents of these bylaws. Those policies and procedures cannot override ACD, ABOR policy, or the processes defined by the Provost’s office.

## Maintenance of and Amendments to the Policies and Procedures Manual

### The “Herberger Institute for Design and the Arts Policies and Procedures of the Academic Assembly” document shall be maintained by the office of the dean of the Herberger Institute for Design and the Arts.

### An oversight committee consisting of the senators of the Herberger Institute for Design and the Arts and designees of the dean shall be charged during even-numbered years with supervising, reviewing, updating, and preparing amendments to the manual.

### Amendments to the manual are to be presented to the Academic Assembly for consideration when the oversight committee deems it appropriate to do so.

### Status reports on the manual are to be made to the Academic Assembly each academic year.