**College of Liberal Arts and Sciences**

**School of Life Sciences - Bylaws**

Approved by the dean on September 20, 2018

Adopted by SoLS faculty May 16, 2016

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*(subject to revision only as necessary to be consistent with policies and procedures or for clarification, and only with vote of the School Assembly)*

# Preamble

These Bylaws describe the procedures by which the School of Life Sciences (SOLS) in the College of Liberal Arts and Sciences (CLAS) at Arizona State University (ASU) self-governs and carries out the responsibilities and privileges entrusted to SOLS. SOLS provides broad academic offerings for undergraduates and graduate students, both majors and non-majors, through courses and degree programs that include classroom, laboratory, and research experiences. SOLS provides staff and laboratory facilities, equipment, and other services to maintain and support active research programs by faculty members, research professionals, and post-doctoral fellows. SOLS fosters strong ties between research and instruction by involving students in research with faculty mentors. SOLS is engaged with the wider community by making available the specialized expertise and services of its faculty, staff, and students to the city, state, nation, and world.

Through the structure and processes outlined in these Bylaws, SOLS encourages faculty, post- doctoral fellows, academic and research professionals, and students to seek a productive balance among education, research, and service. These Bylaws are binding upon current and future administrative officers and members of this academic unit [Section 112-01 of the ACD Manual]. In case of conflicts, the policies and procedures of CLAS, ASU, and/or the Arizona Board of Regents (ABOR) take precedence.

# Article I. Organization

## Section 1.01. Name

These Bylaws apply to the School of Life Sciences (SOLS) in the College of Liberal Arts and Sciences at ASU and to all its members and activities. SOLS is organized to provide flexibility in responding to the diverse and constantly changing developments in the life sciences and to allow needed movement of personnel and resources to address these developments. The Director of SOLS is the School’s chief administrative officer.

## Section 1.02. Representative Bodies

### School Assembly

The School Assembly is the governing body of the School and follows the rules of ACD Manual 505-02. All persons with voting privileges [see [Section 1.03](#_bookmark2)] shall be members of the Assembly.

### Senate

Senators must be members of the SOLS Assembly, with the specific number and responsibilities following ACD 112-01.

### Executive Committee

The Executive Committee consists of the SOLS Director, Associate Directors, and the designated leaders of the Faculty Groups. The Executive Committee serves as the administrative and policy group for SOLS, advising the Director on strategic plans, personnel decisions, the uniform application of SOLS standards (including tenure and promotion, post-tenure review, annual performance reviews, workload assignments, and merit distributions), and hiring and budget priorities, as well as maintaining a policies and procedures manual for the operation of all aspects of SOLS. The policies and procedures manual shall be approved by a majority of the Assembly.

***(1). Minutes***

Minutes of all Executive Committee meetings shall be recorded by the administrative staff and distributed to the SOLS Assembly in a timely fashion.

## Section 1.03. Membership and Voting Privileges

### Tenure-Track Faculty

All faculty with the title Regents’ Professor, named professorship/chair, Professor, Associate Professor, or Assistant Professor whose tenure home is designated as the School of Life Sciences constitute the tenure-track faculty of the School. SOLS tenure- track faculty who have at least 50% of their annual FTE at ASU, and have at least 50% of their annual FTE effort within SOLS have full voting privileges in the School. SOLS tenure- track faculty with at least 50% of their annual FTE at ASU, but with 25 to 50% of their FTE effort within SOLS have voting privileges on all matters except personnel issues.

SOLS tenure-track faculty with less than 50% of their FTE at ASU or with less than 25% of their FTE effort within SOLS do not have voting privileges in SOLS. It is the responsibility of the Executive Committee to determine who is voting eligible if a question should arise.

#### Voting Privileges of Faculty with Dual Appointments

Faculty with dual appointments who meet the criteria established in [Section](#_bookmark3)

[1.03.a](#_bookmark3) have full voting privileges as listed in the section, with a single exception. A faculty member with a joint appointment in multiple units may only vote on a personnel action (whether directly or as a member of a personnel committee) for another faculty member with a joint appointment in the same multiple units within a single of those units. The voting-eligible faculty member shall choose the unit within which they wish to cast their vote for the particular personnel action under consideration. For personnel matters which do not involve multiple units or which involve units other than those of the joint appointment, the faculty member has the normal full SOLS voting privileges as outlined in [Section](#_bookmark3) [1.03.a.](#_bookmark3)

#### Voting Privileges of Faculty with External Director Appointments

As per the University Provost’s Personnel Processes document P-5 and ACD 111- 01, Center Directors or non-tenure home unit chairs (in the case of joint appointments) who choose to provide an independent letter of evaluation and recommendation to the personnel committee for a particular candidate being considered for promotion and/or tenure may not also serve on the personnel committee for that same candidate nor in any other way provide a vote on the personnel action under consideration. Otherwise, faculty members with such appointments have normal voting privileges as outlined in [Section 1.03.a](#_bookmark3)

### Academic Professionals

Academic Professionals and Non-Tenure-Track Faculty on continuing appointments or probationary lines within SOLS are members of the Assembly and have guaranteed voting rights, except on personnel issues.

### Non-Tenure-Track Faculty

Non-tenure-track faculty who are not on continuing appointments or probationary lines do not have guaranteed voting rights, but may attend School meetings and are encouraged to be members of SOLS Faculty Groups. These non-continuing appointment categories include clinical faculty, faculty research appointments, affiliated faculty, adjunct faculty, instructors, lecturers, visiting faculty, visiting scholars, research faculty research, faculty associates, professors of practice, and other non-continuing appointments [See ACD 505-02].

#### Clinical Faculty

The prefix “Clinical” is used for appointees whose primary duties are teaching students and providing professional service in a clinical setting. Clinical Faculty are persons qualified by training, experience, or education to direct or

participate in specialized university functions. They are appointed as clinical instructors, clinical assistant professors, clinical associate professors, or clinical professors [see ACD Manual 505-02].

#### Faculty Research Appointments

Faculty research appointments are those individuals who typically hold the terminal degree, have post-doctorate experience, and are employed by ASU and SOLS for research and service responsibilities.

#### Affiliated Faculty

Affiliated faculty appointments follow the rules of ACD Manual 505-02. That is, an affiliated faculty member is an employee of ASU and is invited to serve in a faculty role in a unit other than the one paying his or her salary.

#### Adjunct Faculty

Adjunct Faculty appointments follow the rules of the ACD Manual 505-02. Adjunct Faculty are not employees of ASU.

#### Lecturers

Lecturers are fixed-term faculty members with responsibilities that may include teaching service responsibilities, supervising supplemental kinds of student learning, professional development, and/or administrative duties related to teaching. They are appointed as Principal Lecturer, Senior Lecturer, and Lecturer. They follow the rules of the ACD Manual 505-02.

#### Professors of Practice

Professors of practice are fixed-term faculty members whose expertise, achievements, and reputation developed over a sustained period of time qualify them to be distinguished professionals in an area of practice or discipline, although they may not have academic credentials or experience. The responsibilities of this position are teaching courses, seminars, and independent studies to undergraduate and graduate students or other duties that the Dean determines are appropriate. They are appointed as Professor of Practice, Associate Professor of Practice, and Assistant Professor of Practice. They follow the rules of the ACD Manual 505-02.

### Post-Doctoral Fellows and Graduate Assistants

Post-doctoral fellows and graduate assistants (both teaching and research) are non- voting members of SOLS.

## Section 1.04. Faculty Groups

### Function

The SOLS Assembly [see [Section 1.02.a](#_bookmark0)] shall be organized into Faculty Groups that: (1) represent common interests among a reasonable number of SOLS faculty; (2) organize faculty to facilitate the daily operations of the Faculty Groups; (3) promote faculty interaction among Faculty Groups; and (4) reflect a progressive approach to the research, learning, and outreach program of the School.

### Responsibilities

Each of the Faculty Groups shall be responsible for: (1) Recommending the appointment of a Faculty Group Leader; (2) Developing initial recommendations on promotion, tenure, probationary, and post-tenure reviews for eligible members of the Faculty Group; (3) Participating in the annual review for each member of the Faculty Group, as developed by the Director; (4) Making recommendations regarding performance-based raises; (5) Identifying hiring and development priorities in accordance with the SOLS planning process; and (6) Providing service to the unit through appointments on steering and other committees.

### Membership

All tenure-track faculty members in the School Assembly must also be members of a SOLS Faculty Group. Each member shall select one Faculty Group for membership and that Faculty Group will serve as his/her personnel committee. Members with voting rights on personnel matters will vote in that one Faculty Group. All non-tenure-track faculty and academic professionals are encouraged to join a Faculty Group, but will not have voting rights on personnel matters. Each member of the SOLS Assembly will declare their Faculty Group affiliation each year when preparing the annual workload agreement for that year.

### Review

The implementation of new and/or elimination of existing Faculty Groups shall be done in accord with policies and practices developed and approved by SOLS.

## Section 1.05. Officers

### Director

A Director, who is equivalent to a department Chair and governed by CLAS, ASU, and ABOR rules and responsibilities regarding Chairs [ACD-109], leads SOLS. The Director is responsible for the efficient execution of university policies, for overall leadership of SOLS, and for representing SOLS to CLAS, the University, and external constituents. The Director will serve as the SOLS administrator responsible for personnel, budget,

information technology, facilities, and other administrative issues. The Director chairs the Executive Committee [see [Section 1.02.c](#_bookmark1)]. The Director is appointed and evaluated by the CLAS Dean with the advice of members of SOLS and in accord with CLAS Bylaws. The Director serves at the discretion of the CLAS Dean.

### Associate Directors

The SOLS Director is assisted in fulfilling his/her administrative duties by the Associate Directors. Associate Directors are appointed following the policies and procedures established by SOLS and approved by CLAS. At a minimum, there shall be four Associate Directors. Associate Directors serve at the discretion of the SOLS Director.

#### Associate Director for Research and Training Initiatives

The Associate Director for Research and Training Initiatives (ADRTI) facilitates and coordinates research and training initiatives within SOLS. The ADRTI chairs the steering committee for Research and Training Initiatives [see [Section 1.06.a](#_bookmark5)]. The ADRTI carries out the research and training initiative program of SOLS following the policies, procedures, and priorities developed by SOLS and in consultation with the steering committee.

#### Associate Director for Graduate Programs

The Associate Director for Graduate Programs (ADG) oversees and coordinates graduate programs within SOLS, including applications and recruiting, curriculum, and placement of graduate students. The ADG chairs the steering committee for Graduate Programs [see [Section 1.06.a](#_bookmark5)], manages all official correspondence with prospective graduate students, insures coordination with the Graduate College, develops recruiting materials and graduate student handbook materials, and insures that SOLS offers excellent graduate programs. The ADG makes recommendations for TA assignments (in conjunction with the Associate Director for Undergraduate Programs). The ADG, in consultation with the Faculty Groups, develops the schedule of graduate classes each semester.

#### Associate Director for Undergraduate Programs

The Associate Director for Undergraduate Programs (ADU) facilitates and coordinates all undergraduate programs within SOLS. The ADU chairs the steering committee for Undergraduate Programs [see [Section 1.06.a](#_bookmark5)]. In consultation with the steering committee and appropriate CLAS offices, the ADU oversees and coordinates advising, undergraduate records, develops undergraduate curriculum, scheduling of undergraduate classes for all areas of SOLS, and is responsible for undergraduate research opportunities and programs.

#### Associate Director for Facilities

The Associate Director for Facilities (ADF) works with the Director to coordinate the use of facilities, equipment, and information technology within SOLS. The ADF chairs the steering committee for Facilities [see [Section 1.06.a](#_bookmark5)]. In consultation with the steering committee and appropriate CLAS and University offices, the ADF oversees space usage and allocation, maintenance, and facility repairs and renovation.

### Faculty Group Leaders

Each of the SOLS Faculty Groups [see [Section 1.04](#_bookmark4)] will have a leader who represents the group on the Executive Committee and is responsible for overseeing all personnel and other administrative matters assigned to the Faculty Group. Faculty Group Leaders shall be full voting members of their Faculty Group and are elected by the members of the individual Faculty Groups in accord with the policies and procedures of SOLS.

### Parliamentarian

There shall not be a standing parliamentarian in the unit. In consultation with the Executive Committee, the Director can appoint one on a temporary basis if needed for specific activities or circumstances.

## Section 1.06. Committees

### Steering Committees

The work of each of the program areas within SOLS (*i.e.*, Research, Graduate, Undergraduate, Facilities) is overseen by a Steering Committee. Generally, these committees shall consist of the appropriate Associate Director (Chair of Steering Committee) and one elected representative from each of the SOLS Faculty Groups, although exceptions to specific committees may be made as outlined in the policies and procedures. The Director, or their delegate, may appoint additional members to ensure appropriate representation across disciplinary areas and degrees in SOLS. Each Steering Committee reports to the Director, through the appropriate Associate Director.

### Personnel Committees

Each of the Faculty Groups will act as a committee of the whole with regard to personnel matters for members of the Faculty Group, generally chaired by the Faculty Group Leader unless an alternate chair is designated for specific cases (*e.g*., to avoid conflicts of interest). Each committee shall follow the personnel policies and procedures developed by SOLS, the CLAS Bylaws, and the ACD Manual sections 506-05 and 506-07. Annual evaluations of faculty and professional staff are the ultimate responsibility of the SOLS Director.

#### (1). Personnel Subcommittee of the Executive Committee

The Personnel Subcommittee of the Executive Committee shall consist of the Faculty Group Leaders and any additional chairs of the Faculty Group Personnel Committees who are not concurrently serving as Faculty Group Leader. This committee will work with the Faculty Group-level personnel committees to maintain and enforce standards of consistency on personnel actions across the unit as a whole.

### Search Committees

Search Committees will be constituted in accord with SOLS Policies and Procedures, CLAS Bylaws, and the ACD Manual. They should be formed so as to ensure appropriate representation from relevant areas in SOLS.

### Affiliated and Courtesy-affiliated Faculty Committee

The Affiliated and Courtesy-affiliated Faculty Committee shall consist of an elected representative from each of the Faculty Groups and will oversee the annual process of approving and monitoring those faculty and academic professionals (whether internal or external to ASU) who request or have been previously granted a formal affiliation appointment within SOLS, following the guidelines outlined in the SOLS Policies and Procedures.

### Ad Hoc Committees

Other ad hoc committees may be created as necessary to carry out the business of SOLS.

**Section 1.07. Appeals, Grievances, and Affirmative Action**

Grievance procedures in SOLS follow CLAS and University guidelines and ACD Manual Sections 400 and 509. SOLS is committed to ensuring equal opportunity through affirmative action in employment and educational programs and activities in accord with ACD Manual Section 401.

# Article II. Meetings

## Section 2.01. Definition of “Day”

Unless otherwise specified, throughout the Bylaws and Policies and Procedures, the term “day” refers to a 24-hour period which encompasses a standard University work day, *i.e.*, a day does not include weekends, University holidays, or other time periods in which the University is not conducting normal operations.

## Section 2.02. Assembly Meetings

### Frequency

The SOLS Assembly shall meet at least once each semester during the academic year or more often as needed. Robert’s Rules of Order shall provide the governance procedures for SOLS meetings.

### Notification

Except for urgent business that requires an immediate response, the Director must announce meetings at least five days in advance by written notice, with an agenda distributed at that time. Any items on which votes will be taken at a meeting must be introduced in the meeting announcement. Assembly members may submit additional agenda items that must be included on the agenda if they are received in time to be included and distributed with the meeting announcement. A new item of business may be discussed and acted upon with the approval of at least two-thirds of those present and voting [see Section 2.01.d].

### Quorum

Two-thirds of the SOLS Assembly constitutes a quorum. If no quorum call is requested, all votes taken at a properly called SOLS meeting are considered valid.

### Voting

Voting normally shall be done by a show of hand, but any voting member may request the use of a secret ballot on any vote. All requests for secret ballot voting will be honored. A simple majority will decide a vote, except for the two-thirds majority vote required to take action on new business at a regularly scheduled Assembly meeting and to change the Bylaws. An item of new business cannot normally be acted upon until the next meeting after its introduction; however, it can be discussed and can be acted upon with the approval of at least two-thirds of those present and voting.

Voting by E-mail or a similar online mechanism is allowable and acceptable as long as the standard notification periods [Section 2.02b] for business have been followed, the items to be voted on are clearly designated, and an opportunity for discussion has been provided prior to the vote through either an in-person meeting or an online forum. The online voting period will consist of a window of not less than two days.

### Minutes

Minutes of all Assembly meetings shall be recorded by the administrative staff and distributed to SOLS members in a timely fashion.

## Section 2.03. Special Meetings

Special SOLS meetings may be called at any time by the Director or by 10% of the voting Assembly members. Such special requests by Assembly members must be in writing and must state the reason for the meeting. Special meetings must be announced at least five days before the meeting is to occur.

# Article III. Personnel Policies

## Section 3.01. Promotion and Tenure/Continuing Status Policies

In all cases, ACD and CLAS policies prevail. In particular, tenure decisions for faculty are governed by ACD Manual Sections 506-04, 05, and 10.

### Eligibility

Eligibility for tenure/continuing status and notification is governed by the ACD Manual and it is the responsibility of the Director to notify candidates of their eligibility and to summarize the review process during the semester prior to the deadline for submission of materials. The Director must also inform the Faculty Group Leader of the appropriate Faculty Group who serves as the personnel committee chair. Upon appointment, all faculty and academic professionals shall be informed of the SOLS’ policies and criteria for retention and relevant promotions, and must be reviewed annually and on the probationary schedule outlined in the ACD manual.

### Evaluation Criteria

Criteria minimally include teaching effectiveness, research excellence, and quality of other creative activities and services to the School, College, University, and Community. The Executive Committee is responsible for developing and maintaining the SOLS guidelines for evaluation of candidates for promotion and tenure as part of the unit Policies and Procedures documentation. Although the guidelines, principles, and practices reside at the level of SOLS and are shared by all Faculty Groups of the School, individual Faculty Groups may develop additional documents, to be reviewed and approved by the Executive Committee and Director, to interpret the SOLS guidelines for the particular disciplines in question.

### Evaluation Process

All materials submitted and the details of the timing and process must be in accord with the ACD Manual and CLAS Bylaws and practices. Evaluation of candidates for promotion and tenure will begin at the level of the Faculty Group. Each Faculty Group shall constitute a personnel committee in accord with the policies and procedures established by SOLS [see [Section 1.06.b](#_bookmark6)]. The Faculty Group personnel committee shall write the “faculty group letter.” After consultation with the Assembly and the Personnel Subcommittee of the Executive Committee, this letter shall be passed along to the

Director who shall write the “unit letter” following the policies and standards established by SOLS.

### Probationary Reviews

Probationary reviews shall occur at the times specified by the ACD Manual and/or CLAS guidelines.

## Section 3.02. Annual Performance Reviews

### Process

Faculty Group Leaders will initiate the annual performance review process in accord with the ACD Manual and CLAS Bylaws and following the guidelines and practices established by SOLS. The Faculty Group Leader will assist the Director in preparing the annual performance review and in recommending performance based salary adjustments following the policies and practices of SOLS. Annual evaluations of faculty and professional staff are the ultimate responsibility of the SOLS Director.

### Criteria

Criteria for annual reviews as well as those for probationary, promotion, and tenure reviews, minimally include teaching effectiveness, research excellence, and the quality of other creative activities and services to the School, College, and University.

Depending on a faculty member’s professional interests and institutional needs, individual faculty work plans may differentiate workload in a particular academic year in accord with CLAS and ASU policy.

### Grievances and Appeals

Grievances and appeals shall follow the ACD Manual sections 400 and 509, and appropriate CLAS Bylaws and guidelines.

## Section 3.03. Post-Tenure Review

The Director of SOLS, with the assistance of the Executive Committee, shall conduct post-tenure review of tenured faculty members following the guidelines and practices established by SOLS and in accord with CLAS, ASU, and ABOR policies.

## Section 3.04. Hiring of Faculty and Professional Staff

In all cases, the ACD Manual and CLAS Bylaws and policies prevail in the hiring of all faculty and professional staff. Each of the SOLS Faculty Groups will be encouraged to develop hiring and program development recommendations in conjunction with the SOLS planning process.

General hiring plans for SOLS will be made by the Director in consultation with the Executive

Committee and will be submitted to the Dean of CLAS as requested by the Dean. All searches will follow the policies and practices established by SOLS.

# Article IV. By-laws Revision and Ratification

The SOLS Bylaws may be altered, amended, or repealed at a duly called meeting of the SOLS Assembly by a two-thirds majority vote of the SOLS Assembly providing that at least two-thirds of all eligible Assembly members who are in residence cast a vote. A motion for amendment must be considered at one meeting of the SOLS Assembly and then discussed and voted on at a subsequent meeting. There must be at least five days notice of the agenda item in each case. If passed, the Director will forward the amendment to the CLAS Dean and the Office of the Executive Vice President and Provost for approval.