# W. P. CAREY SCHOOL OF BUSINESS

**CONSTITUTION AND BYLAWS**

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# CONSTITUTION AND BYLAWS ARIZONA STATE UNIVERSITY

**W. P. CAREY SCHOOL OF BUSINESS CONSTITUTION**

# Preamble

This Constitution and Bylaws govern the operation of the W. P. Carey School of Business at Arizona State University.

The Faculty of the W. P. Carey School of Business, Arizona State University, through this constitution, provides the organization and procedures by which and through which it may function, within the range of its authority and responsibility, as prescribed by state law, the Conditions of Faculty Service established by the Board of Regents and other policies of the Board of Regents and the Arizona State University Faculty Constitution and Bylaws and Academic Affairs Policies and Procedures Manual (ACD Manual). This document is intended to be consistent with the documents listed above. To the extent there is any inconsistency between this document and the documents or policies identified above, the documents and policies identified above prevail. To the extent there is any inconsistency between other W. P. Carey School of Business documents and the W. P. Carey School of Business Constitution and Bylaws, the W. P. Carey School of Business Constitution and Bylaws shall prevail.

There are hereby created the W. P. Carey School of Business Faculty Assembly and Faculty Council.

1. Definitions
   1. The University is Arizona State University or ASU
   2. The School is the W. P. Carey School of Business
   3. The School is led by the Dean. The Dean may appoint Executive, Vice, Associate, Assistant or similar delegate Dean(s) to act as the Dean’s representative as is necessary to the function of the School.
   4. Academic units are departments/schools within the School that offer degree programs.
   5. Heads of academic units are chairs/directors of departments/schools that offer degree programs.
   6. Faculty Assembly refers to the entire W. P. Carey faculty.[[1]](#footnote-2)
   7. Faculty Council is the governing body that represents the Faculty Assembly.[[2]](#footnote-3)
2. Faculty Governance Responsibilities [[3]](#footnote-4)

Faculty governance responsibilities include but are not limited to recommendations regarding:

* 1. The forms of faculty governance at the department, school, and university levels.
  2. Approval of course content and manner of instruction.
  3. Establishment of requirements for matriculation and for degrees.
  4. Faculty appointment, retention, promotion, granting of tenure, dismissal, sabbatical leave, and emeritus status.
  5. Selection of chairs of departments, directors of schools, and certain academic administrators. Recommending bodies, however established, shall include faculty representation.
  6. Discipline of members of the faculty and the formulation of rules and procedures for academic discipline of students.
  7. Establishment of norms for teaching responsibilities and for evaluation of both faculty and student achievement.
  8. Policies and procedures governing salary increases.
  9. Other matters of concern to the faculty.

1. Faculty Assembly
   1. Membership and Voting Rights

* + 1. The Faculty Assembly consists of the Dean and all full-time faculty with at least 50% of their appointment assigned to the School of Business, including:
       1. Faculty in a tenure-eligible or tenured position
       2. Academic professionals with full-time multi-year, probationary, or continuing appointments
       3. Full-time faculty with fixed appointments (i.e., instructors, lecturers, senior lecturers, principal lecturers, clinical faculty, research faculty, and professors of practice)
    2. All members of the Faculty Assembly have voting rights, with the exception of:
       1. Faculty who are on leave of absence other than sabbatical leave.
       2. Faculty members with more than 50% administrative appointments.
    3. Meetings of the Faculty Assembly are open to Emeritus Faculty, School administrators, and others by invitation of the Dean or Chair of Faculty Council. Although these individuals may attend the meetings and offer their opinions, they do not have voting rights.

* 1. Meetings of the Faculty Assembly
     1. Regular meetings of the Faculty Assembly shall be held at least once each semester. The Dean of the School shall preside.
     2. Special meetings shall be called by the Chair of the Faculty Council upon the request of the Dean or a majority of the Faculty Council or upon written petition of 15% or more of the members of the Faculty Assembly. Written petitions shall state explicitly the purpose of the special meeting, which shall be limited to that subject.
     3. Agenda and notice of meeting:
        1. The Dean in consultation with the Chair of the Faculty Council shall determine the agenda for and the dates of meetings of the Faculty Assembly.
        2. The agenda of the meeting shall be sent to each member of the Faculty Assembly at least one week in advance of the meeting.
        3. An item of new business that is not listed on the agenda can be discussed, but cannot be acted upon during the meeting.
        4. If a meeting is called to appeal action of the Faculty Council, two weeks’ notice to members of the Faculty Assembly is required, and the agenda shall be accompanied by the proposals to be considered at the meeting. Action at such a meeting shall be restricted to items on the agenda.
     4. Quorum and voting requirements
        1. At least 25% of the members of the Faculty Assembly present when the meeting is called to order shall constitute a quorum, provided that there is representation from all academic units within the School.
        2. A quorum is required for any vote on items from the agenda during the meeting.
        3. If a quorum is NOT present for a meeting for which there is a vote scheduled, or if a vote is required when no meeting is scheduled, all members of the Faculty Assembly shall be polled by electronic ballot.
        4. When there is a quorum, the members present at a meeting of the Faculty Assembly may, by majority vote, order all members of the Faculty Assembly polled by electronic ballot.
        5. Any method of voting may be used at the discretion of the presiding officer; however, at the request of two members an anonymous vote shall be ordered.
        6. Proxy votes will not be permitted on matters deliberated during the meeting. Attendance at the meeting and participation in the deliberations are a prerequisite for an informed vote on such matters.
        7. Unless otherwise stated in this constitution and bylaws, the outcome of all votes will be determined by a simple majority of votes cast.
        8. The administration of the electronic ballot is the responsibility of the Secretary to the Faculty Council.
        9. Electronic voting must remain open for at least 10 days, with results made available to the Faculty Assembly within 5 business days.
     5. Meetings shall be conducted according to the latest edition of Sturgis Standard Code of Parliamentary Procedure.
     6. Minutes of Faculty Assembly meetings shall be prepared by the Secretary to the Faculty Council and a summary of the meeting made available to each member of the Faculty Assembly.

* 1. Responsibilities of the School Faculty Assembly
     1. The Faculty Assembly shall have the power to make recommendations on all matters of faculty governance and on all other matters affecting the faculty’s role in the School. The Faculty Assembly normally will exercise this power through its representative, the Faculty Council.
     2. Recommendations adopted by the Faculty Assembly, or by the Faculty Council,

become effective upon approval by the Dean

1. Faculty Council
   1. Responsibilities

The Faculty Council

* + 1. Shall serve as the deliberative and legislative body for the Faculty Assembly.
    2. May refer matters to a School Faculty Committee for review, advice, or action.
    3. May establish Ad Hoc Faculty Committees.
    4. Shall determine the responsibilities of Ad Hoc Faculty Committees established by the Council.
    5. Shall review reports and recommendations directed to the Council from School Faculty Committees and take such action, within its authority, as the Council deems appropriate.
    6. May review proposals or recommendations from any member of the Faculty Assembly and take such action, within its authority, as the Council deems appropriate.
    7. May review and investigate on its own motion any matter which it deems to be of concern to the faculty and may make recommendations, on its own motion, to the Faculty Assembly.
    8. Upon request of the Dean, may act in an advisory capacity to the Dean.
  1. Composition
     1. Membership

-

* + - 1. Elected Members of the Council
         1. The faculty representation on the Council is based on the number of persons in each academic unit who are voting members of the Faculty Assembly as defined in section 3.1.
         2. Each academic unit shall have **one representative on Faculty Council for every 20 voting members of the Faculty Assembly**. Units with 1-20 voting members elect one Council representative; units with 21 – 40 elect two representatives, etc.
         3. Elected members of the Council shall not hold more than 50% administrative appointments.
      2. Ex-officio Members of the Council
         1. Dean of the W. P. Carey School of Business (non-voting)
         2. Executive, Associate and Assistant Deans of the W. P. Carey School of Business (non-voting)
         3. Secretary to the Council (non-voting)
         4. Chair of the Doctoral Committee
         5. Chair of the Masters Programs Committee
         6. Chair of the Undergraduate Programs Committee
         7. W. P. Carey School of Business Senator(s)-at-Large in the ASU University Senate

4.2.2. Selection

1. In the Spring Semester of the academic year, each academic unit shall elect the replacements for the faculty representatives from that academic unit (if any) whose terms expire at the end of that academic year. A faculty member may by written statement to the head of his/her academic unit decline nomination for election to the Council.
2. All elections shall be anonymous, with results reported to the Secretary to the Faculty Council.

4.2.3. Term of Office

Each elected faculty member of the Council shall serve a term of two years, commencing with the first day of the fall semester following the date of election.

* + 1. Leave of Absence or Other University Conflict

If any elected member of the Council is granted a leave or is unable to serve on the Council due to a University conflict for a period of more than six weeks, the head of the academic unit may appoint a temporary replacement to serve on the Council for the remainder of the semester. If the leave or conflict extends beyond a semester, the head of the academic unit shall call a special election to elect a successor who shall serve as a Council member for the balance of the predecessor’s elected term in office.

* + 1. Dismissal

The seat of an elected member shall be declared vacant if the member is absent three times in a given academic year from regular or called meetings, unless the Secretary to the Faculty Council is notified in advance of the member’s illness or anticipated absence from the campus on university business. The Secretary shall notify the Council Chair when a member has accumulated three unexcused absences. Thereupon, the Chair of the Council shall inform in writing the head of the academic unit concerned who shall then call a special election to fill the vacancy.

* 1. Chair of the Council
     1. Selection
        1. The Chair of the Faculty Council for the next academic year shall be elected at the April meeting of the Faculty Council.
        2. The Chair of the Council shall be elected by the Council from among its elected members who will be serving the second year of their terms of office in the next academic year. The election of the Chair shall be by a majority of the votes cast. If no candidate receives a majority of the votes cast, the two council members receiving the largest number of votes cast shall be submitted on a second ballot and the Council member receiving the majority of the votes cast on the second ballot shall be elected.
        3. The election of the Chair of the Council shall be anonymous.
     2. Duties

The Chair of Faculty Council

* + - 1. Shall preside at meetings of the Faculty Council.
      2. In consultation with the Vice Chair, shall determine the agenda items for meetings of the Faculty Council and their priority. In determining agenda items, shall review all proposed subject matter to determine whether it is properly within the purview of the Council or whether it is subject matter that should be assigned to a School Faculty Committee, the administration, or elsewhere, provided that the majority of the Council may reverse a decision of the Chair as to assignment of subject matter.
      3. May assign Council members to subcommittees for the presentation of information to Council meetings and/or assign or request other agencies to assist in gathering and presenting information to the Council for discussion purposes.
      4. In consultation with the Dean, shall make appointments to Ad Hoc Faculty Committees established by the Council.
      5. In consultation with the Dean, shall determine the agenda for and dates of meetings of the Faculty Assembly.
      6. Shall attend meetings of the Administrative Council to promote communication between School administrators and the Faculty Council.
  1. Vice Chair of the Council

4.4.1 Selection

At its first meeting of the academic year, the elected members of the Council shall elect one member to serve as Vice Chair of the Council for a one-year term of office.

4.4.2. Duties

The Vice Chair of the Council shall preside over meetings of the Council in the absence of the Chair of the Council.

* 1. Secretary to the Council
     1. Selection

A person selected from the School staff and appointed by the Dean shall serve as the Secretary to the Council.

* + 1. Duties

The Secretary to the Council shall:

* + - 1. Distribute all documents necessary for the deliberations of the Council.
      2. Prepare and distribute the agenda.
      3. Prepare and distribute the minutes.
      4. Maintain a record of attendance.
      5. Maintain a permanent file of the above listed items that is accessible by Council members.
  1. Meetings
     1. The Council shall meet on the first Wednesday of each month of the academic year. Additional meetings may be called by the Chair of the Council. Special meetings of the Council may be called by the Chair or shall be called by the Chair upon the written request of five or more members of the Council. The time, place and modality of special meetings will be determined by the Chair of the Council.
     2. Agenda
        1. The agenda for Council meetings is determined by the Chair of the Council in consultation with the Vice Chair. A short explanation about each agenda item should be included as information to Council members.
        2. Any person or body seeking to have an item included on the agenda must notify the Chair, directly or through the Secretary to the Council, at least three business days prior to the next regularly scheduled meeting of the Council.
        3. A copy of the agenda shall be distributed to all members of the Faculty Council at least two business days prior to the meeting.
     3. Quorum

A majority of the Council shall constitute a quorum to do business, provided that if at any time after a meeting of the Council has begun and there is not a quorum present, the Council may nevertheless continue to do business until a member raises the question of whether there is a quorum present and it is determined that there is not a quorum.

* + 1. Rules of Order

Meetings shall be conducted according to the latest edition of Sturgis, Standard Code of Parliamentary Procedure.

* + 1. Motions and Voting
       1. Recommendations received from a School Faculty Committee that require action by the Council have the status of a main motion and do not require a motion from a member of the Council or a second to be considered.
       2. Any method of voting may be used at the discretion of the presiding officer; however, at the request of two or more members, an anonymous vote shall be ordered. Voting for the selection of the Chair and the Vice Chair of the Council shall be anonymous.
       3. Proxy votes will not be permitted in votes on matters deliberated during the meeting. Attendance at the meeting and participation in the deliberations of the Faculty Council are a prerequisite for an informed vote on such matters.
    2. Minutes
       1. Minutes of the meetings shall be published by the Council Secretary prior to the next regularly scheduled meeting.
       2. The minutes shall:
          1. Include the names of those making motions and amendments.
          2. Include a summary of all actions taken.
          3. Be submitted in draft form to the Chair of the Council and the Dean for approval prior to the distribution.
          4. Be available to all members of the Faculty Assembly.

4.7. Faculty Review of Council Action

1. Any action of the Council is subject to review by the Faculty Assembly upon written petition to the Chair of the Council within 14 days of publication of such Council action by 15 percent or more of the members of the Faculty Assembly.
2. Submission of a valid petition shall automatically suspend the Council action in question and the Chair of the Council shall call a special meeting of the Faculty Assembly. Such Council action may be changed or rescinded by majority vote at the meeting of the Faculty Assembly called to consider a valid petition for review of the Council action.
3. Faculty Committees and Ombudsman

The School has one elected committee, five appointed standing committees, optional ad hoc committees, and an ombudsman.

* 1. Appointed Standing Committees

The School has five appointed standing committees that are established and described in Bylaw I, Bylaw Designating Standing Faculty Committees.

* 1. Elected Committee

The W. P. Carey School of Business Dean’s Personnel Advisory Committee is an elected committee and is established in Bylaw III, Faculty Evaluation Policies, Guidelines, and Procedures of the W. P. Carey School of Business Constitution.

* 1. Ad Hoc Committees

Ad hoc faculty committees may be established by the Faculty Council or by the Dean. In the establishment of ad hoc faculty committees, conflicts in function with standing faculty committees should be avoided except when a standing faculty committee requests the appointment of an ad hoc faculty committee to undertake a special project relating to one or more of its functions. The normal term of appointment to an ad hoc committee is the life of the committee.

* 1. Ombudsman

At all times there shall be one faculty member designated as the Ombudsman to assist informally with grievances of students, staff, or faculty. The person appointed may serve as ex-officio on all standing faculty committees, but shall not be a voting member.

1. Amendments to the Constitution and Bylaws
   1. Amendments to the Constitution and Bylaws may be approved for consideration by the Faculty Assembly by action of the Faculty Council or by action of a Special Meeting of the Faculty Assembly
   2. At five-year intervals, the Dean in consultation with the Chair of the Faculty Council, shall appoint a committee to review the Constitution and Bylaws and recommend appropriate changes for Faculty Council consideration
   3. Any Council member may, at a meeting of the Faculty Council, propose an amendment as a main motion.
   4. Any 15 members of the Faculty Assembly may petition the Council in writing to consider a proposed amendment to the constitution or bylaws. The petition shall be presented to the Chair of the Faculty Council who shall place it on the agenda of the next meeting of the Faculty Council
   5. The business of a special meeting of the Faculty Assembly may be to initiate an amendment or to review the disapproval by the Council of a proposed amendment.
   6. In no instance is a proposed amendment to be acted upon by the Faculty Council in the same meeting in which it is introduced.
   7. Proposed amendments that are approved by the Faculty Council or by a Special Meeting of the Faculty Assembly for consideration by the Faculty Assembly shall be ratified by action of the Faculty Assembly
      1. The Secretary to the Faculty Council shall send a copy of each amendment that has been approved for consideration to all members of the Faculty Assembly at least two weeks in advance of a Special Meeting of the Faculty Assembly called by the Faculty Council for the purpose of discussing the proposed amendment(s)
      2. As an alternative, amendments that have been approved for consideration may be discussed at a regular Faculty Assembly meeting, providing that a copy of each proposed amendment is sent to all members of the Faculty Assembly at least two weeks in advance of such regular meeting.
      3. Within a week following a Faculty Assembly meeting at which one or more amendments were considered, electronic ballots shall be distributed by the Secretary to the Faculty Council to all members of the Faculty Assembly. A period of not less than one week and not more than two weeks shall be specified for return of the ballots.
      4. Two-thirds of all members of the Faculty Assembly voting shall be necessary for approval.
      5. Ratified amendments shall become operative upon approval by the Dean
2. Resolution and Interpretation of Bylaws

Any ambiguity in the interpretation or application of this Constitution and Bylaws will be jointly resolved by the Dean, Chair of Faculty Council and School Ombudsman through mutual agreement or by majority vote.

**BYLAW** I

**BYLAW DESIGNATING STANDING FACULTY COMMITTEES**

The W. P. Carey School of Business has five appointed standing committees, the purpose, function, structure, and responsibilities of which are described in this bylaw.

1. Purpose of Standing Faculty Committees

The purpose of Standing Faculty Committees shall be to provide a structure for the generation, processing and/or review of recommendations to the Faculty Council or the Dean regarding matters of faculty governance and other matters affecting the faculty’s role in the School.

1. Appointment to Standing Faculty Committees

The Dean, in consultation with heads of Academic Units, will select and appoint faculty members to each Standing Faculty Committee. In most cases, faculty appointed to a Standing Faculty Committee will be full-time faculty. Heads of Academic Units and faculty with more than 50% administrative appointments may not serve on Standing Faculty Committees except as an ex-officio (non-voting) member. The normal term of appointment will be one academic year. The Dean will appoint the chair of the committee. Normally, the chair will have been a member of that committee during the prior year.

1. Function of Standing Faculty Committees
   1. A Standing Faculty Committee shall consider matters referred to it by the Faculty Council, the Dean, or by action of a majority of the faculty of an academic unit of the School.
   2. A Standing Faculty Committee may consider matters referred to it by other Faculty Committees or by members of the Faculty Assembly.
   3. Recommendations of a Standing Faculty Committee concerning interpretation of policy may be communicated by the committee through the Dean or an ex-officio committee member designated by the Dean to inquiring persons or agencies directly without reference to the Faculty Council.
   4. Recommendations of a Standing Faculty Committee concerning revision of existing policy or establishment of new policy will be made to the Faculty Council. The Council may approve, amend, or disapprove of the recommendation of the committee and either refer it back to the committee for further consideration or forward it to the Dean.
   5. Upon request by an academic unit, recommendations that have been adopted by the faculty of an academic unit that are disapproved by a Standing Faculty Committee will nevertheless be forwarded to the Faculty Council with a statement describing the committee’s action. The Faculty Council may approve, amend, or disapprove of the recommendation of the academic unit and either refer it back to the academic unit for further consideration or forward it to the Dean.
   6. Each Standing Faculty Committee shall determine whether one or more individual members may have an unacceptable conflict of interest in relationship to one or more of the committee’s functions and, if necessary, establish procedures to resolve issues involving conflicts of interest.
   7. If repeated conflicts or contradictions occur between the administration and the majority of a Standing Faculty Committee, the committee chair will inform the Faculty Council of the conflict and the committee may cease to operate until a working arrangement can again be established. The occurrence of such a conflict will not adversely affect the accountability of the committee as stated in Section 12.
2. Operations of Standing Faculty Committees

4.1 Meetings

All meetings shall be called by the committee chair who will preside at the meeting. The chair may appoint another member of the committee to preside over the committee during his or her absence. Meetings of the committee will be scheduled at times that minimize the number of committee members who have conflicting commitments.

1. .2. Quorum

A majority of the appointed members of a Standing Faculty Committee or subcommittee shall constitute a quorum. A majority vote of those present shall constitute official action by the committee or subcommittee.

4.3 Minutes and Reports

No written minutes shall be required of any Faculty Committee unless requested by the Faculty Council or the Dean.

1. .4 Accountability for Service on Committees

It is expected that all faculty members who are appointed to committees will perform their committee responsibilities in a dedicated manner. The chair of a standing committee may request that the Dean replace a member who fails to complete assignments or to attend meetings without notice and reasonable cause. The quality of committee service may be considered in recommendations and evaluations relating to merit pay increases or other personnel decisions in accordance with the criteria contained in Bylaw III of the W. P. Carey School of Business Constitution.

1. .5 Establishment and Disestablishment of Standing Committees.

New Standing Faculty Committees shall be established by amending this Bylaw to include the name, membership, purpose and function of the Standing Faculty Committee to be established. Standing Faculty Committees shall be discontinued by amending the appropriate sections of this Bylaw to delete the name and description for the Standing Faculty Committee to be discontinued.

1. Responsibilities of Standing Faculty Committees
   1. Undergraduate Programs Committee

The Undergraduate Programs Committee is responsible for all requirements and policies pertaining to W. P. Carey School of Business undergraduate programs. This includes working with academic departments to review and offer proposals to Faculty Council for changes to program curriculum in accordance with accreditation standards of AACSB International and Arizona State University degree requirements as well as any changes to admission, graduation, probation, and disqualification policies. The undergraduate committee may also review and make recommendations to the Dean about other undergraduate matters, such as recommending students for various scholarships and awards, selecting faculty for excellence in teaching, selecting Faculty Hall of Fame Awards recipients; and recommending changes in criteria and processes for how students and faculty are selected. The Undergraduate Programs Committee consists of one representative from each academic unit that offers undergraduate degree programs with the Dean or the Dean’s designated representative serving as an ex-officio member of the committee.

* 1. Masters Program Committee

The Masters Program Committee is responsible for all requirements and policies pertaining to masters degree programs. This includes working with academic departments to review and offer proposals to Faculty Council for changes to program curriculum in accordance with accreditation standards of AACSB International and Arizona State University degree requirements as well as any changes to admission, graduation, probation, and disqualification policies. The committee reviews and makes recommendations to Faculty Council on masters degree program proposals, such proposals for new masters programs or termination of existing masters programs, significant changes in the content of existing masters programs, and proposals for new courses or termination of existing masters courses. Proposals relating to masters degree programs and courses offered by individual academic units must originate with or be reviewed by the faculty of the individual academic units, and the recommendations of the faculty of the individual academic units must accompany Masters Program Committee proposals and recommendations when such matters are referred for action to the Faculty Council. The Masters Program Committee may also review and make recommendations to the Dean about other important masters program matters, including academic policies, admission standards, graduation requirements, and academic probation and disqualification criteria. The committee shall consist of one faculty member from each academic unit and the Dean or Dean’s designated representative as an ex-officio committee member.

* 1. Doctoral Committee

The Doctoral Committee is responsible for all requirements and policies pertaining to doctoral degree programs offered by the School, including the PhD in Business Administration and PhD in Economics. This includes working with academic departments to review and offer proposals to Faculty Council for changes to program curriculum in accordance with accreditation standards of AACSB International and Arizona State University degree requirements as well as any changes to admission, graduation, probation, and disqualification policies. The committee reviews and makes recommendations to Faculty Council on doctoral degree programs proposals, such as changes in admission requirements, new doctoral programs or termination of existing doctoral programs, significant changes in the content of existing doctoral programs, and proposals for new courses or termination of existing doctoral courses. Proposals relating to doctoral degree programs and courses offered by individual academic units must originate with or be reviewed by the faculty of the individual academic units, and the recommendations of the faculty of the individual academic units must accompany Doctoral Committee proposals and recommendations when such matters are referred for action to the Faculty Council.  The doctoral committee may also review and make recommendations to the Dean about other important doctoral program matters, including appeals of decisions to deny admission to an applicant to a doctoral degree program. The committee shall consist of one faculty member from each academic unit that offers a doctoral degree (normally the PhD coordinator/director from each academic unit), and the Dean or Dean’s designated representative as an ex-officio committee member.

* 1. Academic Standards Committee

The Academic Standards Committee hears appeals by students regarding disciplinary actions taken in matters involving alleged academic dishonesty and professionalism. The committee recommends to the Dean whether to support or not support appeals on grade grievances, academic dishonesty, and professionalism allegations. Written reports of the above, including findings, decisions, and recommended sanctions will be forwarded to the Dean. The Academic Standards Committee consists of one undergraduate and one graduate representative from each academic unit as well as one undergraduate and one graduate student representative from the W. P. Carey School of Business student population. The Dean or the Dean’s designated representative will serve as an ex-officio member of the committee.

* 1. Diversity, Equity and Inclusion (DEI) Faculty Committee

The DEI Faculty Committee considers matters relating to diversity, equity and inclusion and makes recommendations to ensure that W. P. Carey is supporting ASU’s charter and goals related to these issues that are of growing importance at the University, in business, and in society at large.[[4]](#footnote-5) The Committee shall serve in an advisory capacity to the Dean and Faculty Council on matters that have diversity, equity or inclusion implications for the School. The Committee shall consist of one faculty member from each academic unit who will also serve on a broader School-wide DEI Council that has representation from other important stakeholders, including students, staff, employers, and alumni.

# BYLAW II

**BYLAW ESTABLISHING MINIMUM LEVEL OF FACULTY PARTICIPATION IN FACULTY GOVERNANCE AT THE ACADEMIC UNIT LEVEL**

The faculty in each academic unit in the W. P. Carey School of Business shall adopt a written policy statement on faculty governance at the academic unit level. At a minimum such statements shall include faculty recommendations that address the following topics:

1. Criteria for determining who has the right to vote.
2. Procedures for calling and conducting meetings of the faculty, including rules for determining a quorum and for adopting motions and recommendations.
3. Guidelines and procedures for adopting proposals for the establishment or discontinuance of courses, the establishment or discontinuance of degree programs, changes in the requirements of existing degree programs or courses, including prerequisites, and changes in the catalog descriptions of degree programs or courses. In establishing such guidelines and procedures, consideration should be given to the prerogatives of the faculty that represent specialized areas in the academic unit.
4. Procedures for establishing a personnel committee to evaluate qualifications for promotion, tenure, retention, sabbatical leaves, and guidelines to direct the procedures and actions of that committee.
5. Guidelines, criteria, and procedures for recommending merit pay and salary adjustments.
6. Criteria and procedures for determining class teaching loads.
7. Procedures for changing governance guidelines.
8. Such other matters that a majority of the faculty of the academic unit determine require a written statement of policy or procedures.

Where the provisions of documents adopted by academic units are inconsistent with provisions of the

W. P. Carey School of Business Constitution and Bylaws, the W. P. Carey School of Business Constitution and Bylaws shall prevail. Where provisions of documents adopted by academic units or provisions included in the W. P. Carey School of Business Constitution and Bylaws are inconsistent with provisions of **Arizona State University Academic Affairs Policies and Procedures**, the provisions of **Arizona State University Academic Affairs Policies and Procedures** shall prevail.

# BYLAW III

**BYLAW ESTABLISHING FACULTY EVALUATION POLICIES, GUIDELINES AND PROCEDURES**

This Bylaw shall be identical to **Faculty Evaluation Policies, Guidelines, and Procedures revised and** adopted by the W. P. Carey School of Business Faculty on April 24, 2019.

1. Additional details on the Faculty Assembly are provided in section 3. [↑](#footnote-ref-2)
2. Additional detail on the Faculty Council are provided in section 4. [↑](#footnote-ref-3)
3. *Academic Affairs Manual (ACD)* – ACD 203-01: Faculty and Academic Professional Governance-Responsibilities [↑](#footnote-ref-4)
4. https://inclusion.asu.edu/ [↑](#footnote-ref-5)