

# **School of Life Sciences By-Laws**

**Adopted 15 January 2003**

(subject to revision only as necessary to be consistent with policies and procedures or to clarify and with vote of the School members)

## **Preamble**

These By-Laws 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 By-Laws, SOLS encourages faculty, post-doctoral fellows, academic and research professionals, and students to seek a productive balance among education, research, and service. These By-Laws 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**

### **a. 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] shall be members of the Assembly.

### **b. Senate**

SOLS Senators will be elected by the SOLS Assembly in the spring, as needed, to represent SOLS on the CLAS and University Senate. Senators must be members of the SOLS Assembly and will serve three-year terms beginning the fall following election. Senators are expected to attend all Senate meetings (or arrange for a substitute), to represent the interests of SOLS through the Senate, to report to the Assembly on Senate and University issues, and other to perform other duties appropriate to CLAS and University Senators.

### **c. Executive Committee**

The Executive Committee consists of the SOLS Director, Associate Directors, and the designated leaders of the Faculties [see Section 1.05c]. 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), 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.

## **Section 1.03. Membership and Voting Privileges**

### **a. Tenure-Track Faculty**

All faculty with the title Regents' Professor, named professorship/chair, Professor, Associate Professor, Assistant Professor whose lines are budgeted within SOLS constitute the tenure-track faculty of the School. Only tenure-track faculty with at least 50% of their line budgeted in SOLS and with at least a .50 FTE at ASU have full voting privileges in the School. Tenure-track faculty with less than 50% of their line budgeted in SOLS and with at least 50% FTE at ASU have voting privileges on all matters *except* personnel issues.

### **b. Academic Professionals**

All persons appointed to non-faculty research, technical, or administrative (but not clerical) positions within SOLS and who typically hold the terminal degree constitute the professional staff of the School. All and only academic professionals on continuing appointment or probationary lines have voting privileges in SOLS, with voting privileges on personnel issues restricted to Academic Professionals only.

### **c. Non-Tenure-Track Faculty**

Non-Tenure-Track Faculty on continuing appointments or probationary lines have guaranteed voting rights, except on personnel issues. Those not on continuing appointments or probationary lines do not have voting rights but may attend School meetings. 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, and other non-continuing appointments. (See ACD 505-02).

#### **1. 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)

#### **2. Faculty Research Appointments**

Research appointments are those researchers who typically hold the terminal degree and post-doctorate experience and are employed by ASU and SOLS for research and service responsibilities.

#### **3. 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.

#### **4. Adjunct Faculty**

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

#### **d. Post-Doctoral Fellows and Graduate Assistants**

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

### **Section 1.04. Faculties**

#### **a. Function**

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

#### **b. Responsibilities**

Each of the Faculties shall be responsible for: (1) Recommending the appointment of a Faculty Leader [see Section 1.05c]; (2) Developing initial recommendations on promotion, tenure, probationary, and post-tenure reviews for eligible members of the Faculties; (3) Participating in the annual review for each member of the Faculty, as developed by the Director; (4) Making recommendations regarding performance-based raises; and (5) Identifying hiring and development priorities in accordance with the SOLS planning process.

#### **c. Membership**

All tenure-track members in the School Assembly must also be members of a SOLS Faculty. Each member shall select one Primary membership and that Faculty will serve as his/her personnel committee. Members with voting rights on personnel matters will vote in that one faculty. In addition, individuals may elect to hold a secondary association with one or more Faculties with membership determined according to policies and practices developed and approved by SOLS. All non-tenure-track members may join one or more Faculties, but will not have voting rights on personnel matters. Each faculty member will declare his/her Faculty affiliation(s) each year at the time of the annual workload agreement.

#### **d. Review**

Every three to five (3-5) years the number and organization of the Faculties shall be reviewed. The implementation of new and/or elimination of existing Faculties shall be done in accord with policies and practices developed and approved by SOLS and CLAS.

## **Section 1.05 Officers**

### **a. 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]. The Director is appointed and evaluated by the CLAS Dean with the advice of members of SOLS and in accord with CLAS By-Laws. The Director serves at the discretion of the CLAS Dean.

### **b. 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 three (3) Associate Directors.

#### **(1). 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, and works with the Director to coordinate the use of facilities, equipment, and information technology. The ADRTI chairs the steering committee for Research and Training Initiatives [see Section 1.06.a]. 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.

#### **(2). 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)

and 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 an excellent graduate program in all areas included in SOLS. The ADG makes recommendations for TA assignments (in conjunction with the Associate Director for Undergraduate Programs). The ADG, in consultation with the Faculties, develops the schedule of graduate classes each semester.

### **(3) 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]. 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.

#### **c. Faculty Leaders**

Each of the SOLS Faculties [see Section 1.04] 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 Faculties. Faculty Leaders shall be voting members of their Faculty, shall serve three (3) year terms and are elected by the members of the individual Faculties and in accord with the policies and procedures of SOLS and CLAS.

#### **d. Parliamentarian**

The Parliamentarian is nominated by the SOLS membership and appointed by the Director. The Parliamentarian normally serves a two (2)-year term and may be reappointed. The Parliamentarian will adjudicate disputes arising in SOLS meetings, drawing on Robert's Rules of Order, and SOLS, CLAS, and University By-Laws, policies, and practices.

## **Section 1.06 Committees**

### **a. Steering Committees**

The work of each of the program areas within SOLS (i.e., Research, Graduate, Undergraduate) is overseen by a Steering Committee consisting of the appropriate Associate Director (Chair of Steering Committee) and one elected representative from each of the SOLS Faculties. The Director, or his/her delegate, may appoint additional members to ensure appropriate

representation across disciplinary areas and degrees in SOLS. Steering Committee members serve staggered three (3)-year terms. Each steering committee reports to the Director, through the appropriate Associate Director.

**b. Personnel Committees**

Each of the Faculties will elect a personnel committee, chaired by the Faculty Leader. When deemed appropriate, the personnel committee may be a committee of the whole. The purpose of the personnel committee is to serve as the personnel committee for the primary members of the Faculty, following the personnel policies and procedures developed by SOLS, in the CLAS By-Laws, and in ACD Manual sections 506-05 and 506-07. Evaluation for Academic Professionals Continuing Status and/or promotion will follow CLAS By-Laws and ACD Manual Section 506-09. Annual evaluations of faculty and professional staff are the ultimate responsibility of the SOLS Director.

**c. Search Committees**

Search Committees will be constituted in accord with CLAS By-Laws and the ACD Manual. They should be formed so as to ensure appropriate representation from relevant area in SOLS.

**d. Appeals and Grievance Committee**

Grievance procedures in SOLS follow CLAS guidelines and ACD Manual Sections 509-02 and 509-03.

**e. Affirmative Action Committee**

The Affirmative Action Committee shall be appointed by the Director, in consultation with the Executive Committee, and charged to ensure equal opportunity through affirmative action in employment and educational programs and activities in accord with ACD Manual Section 401.

**f. Ad Hoc Committees**

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

**ARTICLE II. MEETINGS**

**Section 2.01. Assembly Meetings**

**a. 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.

**b. Notification**

Except for urgent business that requires an immediate response, the Director must announce meetings at least five (5) working 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].

**c. 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.

**d. 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 By-Laws. 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.

[We left open the question whether and when to allow mail ballots, suggesting that we should check CLAS bylaws. CLAS language says: A mail ballot, to be submitted to all members of the Assembly, shall be ordered on any question, before the final vote shall have been taken, at the request of one-third of the members present and voting.]

**e. Minutes**

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

**Section 2.02. 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 (5) working 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, 07, and 10.

#### **a. 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 Leader of the appropriate Faculty 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.

#### **b. 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 in Reviews of Candidates for Promotion and Tenure." Although the guidelines, principles, and practices reside at the level of SOLS and are shared by all Faculties of the School, the Faculties 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.

#### **c. Evaluation Process**

All materials submitted and the details of the timing and process must be in accord with the ACD Manual and CLAS By-Laws and practices. Evaluation of candidates for promotion and tenure will begin at the level of the Faculties. Each Faculty shall constitute a personnel committee in accord with the policies and procedures established from time to time by SOLS [see Section 1.06.b]. The Faculty personnel committee shall write the "faculty letter." This shall be passed along to the Director who shall write the "unit letter" following

the policies and standards established by SOLS and in consultation with the Executive Committee to ensure congruity across SOLS.

#### **d. Probationary Reviews**

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

### **Section 3.02. Annual Performance Reviews**

#### **a. Process**

Faculty Leaders will initiate the annual performance review process in accord with the ACD Manual and CLAS By-Laws and following the guidelines and practices established by SOLS. The Faculty 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.

#### **b. 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 (i.e., assign different percentages to instruction, research, and service beyond the normal 40:40:20 workload) in a particular academic year in accord with CLAS and ASU policy.

#### **c. Grievances and Appeals**

Grievances and appeals shall follow the ACD Manual sections 400 and 509, and appropriate CLAS By-Laws 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 By-Laws and policies prevail in the hiring of all faculty and professional staff. Each of the SOLS Faculties 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 By-Laws 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 seventy percent 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 (5) 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.