




College/ Independent Unit	Edson College of Nursing and Health Innovation
Academic Unit/ Department, if any**	
Choose document type (bylaws or criteria Document?): Bylaws	
If bylaws, does it include criteria for promotion/continuing status/tenure? No	
If yes, please concisely list the ranks included in the criteria (examples: tenure-faculty, career-track faculty, continuing-track academic professionals, fixed-term academic professionals, etc.):	

Unit and college approval

Date of approval by the faculty and/or academic professionals	04/20/2026
Date of review/consent by the dean (or lead of independent unit)*	04/28/2026

Provost office approval

	Patricia Friedrich	May 1, 2026
Signature	Name	Date

*Per ACD111-02, all colleges and academic units must have bylaws, approved by a majority of the unit faculty. With the consent of all college deans to which a unit reports, the faculty of the unit may choose to utilize the college’s bylaws as their unit bylaws.

**Academic units are usually departments and schools, not research centers or programs. Academic units, in this context, have criteria for promotion which were approved by its faculty and/or academic professionals.

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**Bylaws of the Edson
College of Nursing and
Health Innovation
Academic Assembly**

April 2026

Table of Contents

PREAMBLE: _____ **4**
ARTICLE I: ORGANIZATION OF THE COLLEGE _____ **4**
ARTICLE II: MEMBERSHIP OF THE ACADEMIC ASSEMBLY _____ **4**
ARTICLE III: RIGHTS AND RESPONSIBILITIES _____ **5**
ARTICLE IV: OFFICERS _____ **6**
ARTICLE V: MEETINGS _____ **9**
ARTICLE VI: COMMITTEES _____ **10**
ARTICLE VII: UNIVERSITY FACULTY SENATORS _____ **24**
ARTICLE VIII: AMENDMENTS TO THE BYLAWS _____ **24**
Record of Revision: _____ **25**
APPENDIX A _____ **26**

**Arizona State University
Edson College of Nursing and Health Innovation
Bylaws**

PREAMBLE:

The Faculty of the Edson College of Nursing & Health Innovation (hereafter, Edson College or the College) at Arizona State University (ASU), through these bylaws, provides the organizational procedures and protocols 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 Arizona Board of Regents and other policies of the Board of Regents (ABOR), and the Arizona State University Faculty Constitution and Bylaws and Academic Affairs Policies and Procedures Manual (ACD).

This document is intended to be consistent with the aforementioned documents. To the extent there is any inconsistency, the aforementioned documents and policies shall prevail. This document creates the Edson College of Nursing & Health Innovation Academic Assembly.

In discharging its responsibility, the Academic Assembly shall be a collective voice for its members and be empowered to recommend on all matters of educational policy, faculty grievance, faculty personnel, and all other matters affecting the role of shared governance in the College. This shall be accomplished to ensure the coordination and continuity of its affairs and promote maximum communication and cooperation between the faculty and administration.

These bylaws are binding upon current and future administrative officers and members of the College, as referenced in the ACD manual. Any deviation from these procedures needs to be documented through revision of bylaws to ensure it is approved by the Provost and consistent with the relevant university and ABOR policies.

ARTICLE I: ORGANIZATION OF THE COLLEGE

The Edson College of Nursing and Health Innovation shall operate as a college of the whole with faculty. It shall be organized around its academic degree programs, as approved by the Academic Assembly. The College shall also include centers and administrative and support units necessary to successfully deliver its educational and research mission.

- A. Centers in Edson College emphasize addressing large, complex problems and challenges facing society in hopes of finding solutions and making the world a better place. They include faculty and staff from several disciplines to coordinate research or public service, disseminate new knowledge, or provide technical assistance as defined in ABOR 2-222 and 2-223 as implemented by the ASU Provost. The Centers shall be led by a Center Director who is a member of the Edson College faculty.

ARTICLE II: MEMBERSHIP OF THE ACADEMIC ASSEMBLY

Members of the faculty of Edson College participate in the shared governance of the College through the Academic Assembly and provide advice and counsel to the Dean for carrying out the work of the College.

- A. The Academic Assembly includes voting and non-voting members, as defined in the ACD Manual 112-01, 505-02, and 505-03. Voting faculty include the following:
1. All faculty in a tenure-eligible or tenured position who are at least **0.50 Full-Time Equivalent (FTE)**;
 2. All academic professionals with multi-year, probationary, continuing appointment, or fixed term positions who are at least **0.50 FTE**;
 3. All career track faculty (i.e., instructors, teaching professors, clinical professors, and professors of practice) who are at least **0.50 FTE**;
 4. All research track faculty who are at least **0.50 FTE** (*note: research track faculty are considered career track faculty at ASU; they are separated out in this document for the purpose of shared governance*)
- B. Faculty members on leave of absence, including sabbatical leave, do not have voting rights during their leave. Faculty members serving in central administrative assignments have voting rights in the College as long as at least 15% of their assignment remains in the College.
- C. At the discretion of the Chair of the Academic Assembly, other faculty members, including part-time faculty, adjunct faculty, emeriti faculty, and graduate assistants, may attend the open meetings of the Academic Assembly. At the discretion of the Chair of the Academic Assembly, staff may attend open meetings of the Academic Assembly. These individuals may be invited to participate in discussions of issues before the Assembly, but do not vote or make motions.

ARTICLE III: RIGHTS AND RESPONSIBILITIES

The Academic Assembly shall possess all the rights, privileges, and prerogatives conferred upon it by the Arizona Board of Regents, the university administration, and the governance documents of Arizona State University.

- A. The responsibilities of the Academic Assembly, in consultation with the Dean of Edson College, include but are not limited to the following:
1. Recommend educational procedures, protocols, and policies for the Edson College of Nursing & Health Innovation, which are consistent with Arizona State University policies.
 2. Recommend criteria for faculty appointment, retention, promotion, tenure, sabbatical leave, and emeritus status.
 3. May participate in selecting the Deans, Academic Faculty, and Academic Professionals.
 4. Report and recommend on the deliberations of its standing committees,

task force, and program forums.

5. Recommend procedures, protocols, and policies governing the distribution of effort and teaching assignments in all programs during the respective academic or calendar years, summer sessions, and related workload concerns.
6. Develop and implement approved curricula and evaluate and revise the curricula for the College's academic programs.
7. Faculty-shared governance decision-making authority, as documented in ACD 111, rests with the Academic Assembly, as provided for in ACD 112.01. All other issues impacting faculty, such as new programs, standards, procedures, protocols, and policies, shall be brought to the Academic Assembly of the College for faculty vote of support.
8. Recommend requirements for matriculation and for the awarding or conferring of degrees.
9. Encourage each faculty, staff, and student body member to actualize their potential in professional and academic development.
10. Formulate and recommend procedures and protocols for students' academic discipline consistent with the University and professional practice policy.
11. Recommend expectations for teaching and evaluation of both faculty and student achievement.
12. As appropriate, provide services to the University, the professional disciplines represented in the College, and the community through consultation, clinical practice, teaching, research, and other creative and scholarly endeavors.
13. Explore other matters of concern to the Academic Assembly and Edson College.

ARTICLE IV: OFFICERS

- A. The officers of the Academic Assembly shall be a Chair, a Chair-elect, a Secretary, and a Parliamentarian.
- B. Election of officers: Elections of officers shall take place during the final meeting of the Spring Semester of each year
 1. The Chair-elect shall be elected annually by the Academic Assembly for one year as Chair-elect and one year as Chair.
 2. The Secretary shall be elected biannually for a term of two years.

- C. The Chair appoints the Parliamentarian for a one-year, re-appointable term.
- D. The service of elected and appointed officers can be in lieu of the standing Committee service.
- E. The Chair-elect shall succeed the Chair at the end of their term of office. If the Chair cannot complete their term, the Chair-elect will assume the remaining term of the Chair before completing their term.
- F. The position of Chair-elect shall alternate yearly between an individual in the Tenured/Tenure-eligible track and an individual in the Career Track.

G. Functions of the Officers:

- 1. The responsibilities of the Chair are to:
 - a. serve as an advocate for shared faculty governance;
 - b. preside at all meetings of the Academic Assembly;
 - c. prepare the agenda for all meetings, communicate all actions of the Academic Assembly to the Dean, and oversee the archive of official minutes of the Academic Assembly.
 - d. function as the faculty representative to the executive leadership team;
 - e. fill unexpected committee vacancies for the remainder of the term of office;
 - f. compile an annual report to be disseminated at the end of the academic year to the members of the Academic Assembly and the Dean. The annual report will include summaries submitted by all Academic Assembly standing committees and task forces; the summaries will include: a) a list of members of the aforementioned groups, b) the purpose and functions of the aforementioned groups, c) major decisions of the aforementioned groups, and d) recommendations for consideration and future activity of the groups mentioned above;
- 2. The responsibilities of the Chair-elect are to:
 - a. preside over meetings of the Academic Assembly in the absence of the Chair;
 - b. in collaboration with the Chair of the Academic Assembly, propose an annual slate of faculty nominations for the Chair-elect and Secretary positions and for anticipated vacancies on standing committees and

- faculty senator positions;
 - c. ensure that the criteria for committee membership as stated in the bylaws are upheld;
 - d. facilitate representation on committees.
 - e. provide for continuity in committee membership consistent with the concept of staggered terms of office and appointments to fill committee vacancies;
 - f. nominate faculty members to serve on a task force and forward these nominations to the Chair of the Academic Assembly, who makes the appointments.
3. The Secretary, in conjunction with support staff, in consultation with the Chair, will:
- a. compile and communicate all decisions that affect procedures and protocols to members of the Assembly;
 - b. Edit and publish all documents necessary for the deliberations of the Academic Assembly to a designated location. Including, but not limited to, the agenda for each meeting, minutes from previous meetings, reports, and action items;
 - c. make arrangements, as necessary, for Academic Assembly meetings to be available electronically to faculty;
 - d. arrange for ballots of the election to be disseminated to voting members of the Academic Assembly and arrange for the tabulation of the votes by at least one other faculty member not on the slate within one week after ballots are due;
 - e. identify officers of the Academic Assembly, new committee members, and senator(s) based on a simple majority of votes;
 - f. in the event of a tie between two candidates for any office, flip a coin to determine the winner. In the event of a tie with three or more candidates running for a position, a run-off election to prepare a ballot, with the names of the candidates who tied in the voting, and distributed to voting members of the Academic Assembly; report the results to all faculty members within a timely manner of tabulating the votes;
 - g. submit a written report to the Chair of the Academic Assembly, stating the number of ballots distributed, the number of votes cast, the names of persons elected, and the terms of office.

- h. maintain a current roster of Academic Assembly members for voting purposes. It shall be the responsibility of the Secretary to see that only eligible faculty members vote for Academic Assembly business.
- 4. As requested, the Parliamentarian provides guidance to the Chair and Chair-elect of the Assembly on matters related to parliamentary authority and procedure.

ARTICLE V: MEETINGS

- A. Meeting schedule: Regular meetings of the Academic Assembly shall be held at least twice each semester during the Fall and Spring Semesters.
- B. Agendas, minutes of the previous Assembly meeting, Dean's, Associate Deans', Assistant Deans', Center Directors', Senators', and other requested reports shall be submitted to the Academic Assembly Secretary for posting to the Edson Academic Assembly site at least five business days before the scheduled meeting.
- C. The Chair may amend the meeting agenda after it has been posted if it is in the interest of the Academic Assembly.
- D. Standing agenda items may include 1) Approval of minutes of the previous meeting, 2) Reports from the members of the Executive Leadership Team of Edson College, 3) Senators' report, 4) Unfinished Business, 5) New Business, and 6) Announcements.
- E. Special Meetings of the Academic Assembly may be called by:
 - 1. The Chair of the Academic Assembly, in consultation with the Dean of Edson College, OR;
 - 2. The Dean of Edson College, in consultation with the Chair of the Academic Assembly, OR;
 - 3. 10% of the 1.0 FTE voting faculty may petition and call special meetings.
 - 4. A "Notice of Meeting" shall be disseminated to Academic Assembly members at least five (5) business days before the scheduled meeting.
- F. The official method for notification of meetings and special meetings of the Academic Assembly is through ASU e-mail.
- G. Quorum: Fifty percent (50%) plus one (1) of the voting members of the Academic Assembly shall constitute a quorum at all meetings. A quorum will be established before the Assembly takes any vote.

- H. Recommendations received from any Academic Assembly standing Committee that require action by the body have the status of a main motion and do not require a motion from the floor or a second to be considered.

- I. Methods of Voting: Any form of voting may be used at the presiding officer's discretion in Academic Assembly meetings.
 - 1. Members participating in an Academic Assembly meeting electronically are permitted to vote electronically.
 - 2. Proxy voting is not permitted.

- J. Parliamentary Authority
 - 1. The rules in the current edition of Robert's Rules of Order Newly Revised are the accepted parliamentary authority of the Academic Assembly and its constituents. These rules shall govern where they are applicable and when they are not inconsistent with these bylaws or the rules of Arizona State University (ASU).

- K. Minutes:
 - 1. The minutes shall, at a minimum:
 - a. Include the names of those making motions and amendments.
 - b. Include a summary of all actions taken.
 - c. Be submitted in draft form to the Chair of the Assembly for approval prior to posting.
 - 2. Official copies of all minutes and related documents from Academic Assembly meetings shall be kept on file by the Chair of the Academic Assembly and in the office of the Dean of Edson College.

ARTICLE VI: COMMITTEES

- A. Academic Assembly Committees are designated as:
 - 1. Standing Committees: Permanent committees of the bylaws that meet regularly.
 - 2. Task Forces: Task-oriented committees assembled to address a specific problem, to accomplish a particular goal, or constituted to obtain Academic Assembly input related to administrative matters.
 - 3. Program Forums: Program Forums provide a venue for discussing issues related to the respective academic program and may participate in bringing

forth initiatives that require a faculty vote.

B. Standing Committees include:

1. Bylaws Committee
2. Curriculum Committees
 - a. Graduate Curriculum Committee
 - b. Undergraduate Curriculum Committee
3. Faculty Appointment and Search Committees
 - a. Tenured/Tenure-Eligible committee
 - b. Career Track committee
 - c. Research Track committee
4. Faculty Evaluation Process Committee
5. Personnel Advisory Committees:
 - a. Tenured/Tenure-Eligible committee
 - b. Career Track committee
 - c. Research Track Committee
6. Standards Committee
 - a. Student Grievance Subcommittee
 - b. Student Academic Integrity Subcommittee
7. Student Scholarship Committee

C. Membership in Standing Committees

1. Voting members of the Academic Assembly may serve on all committees of these bylaws unless otherwise stipulated in the description of the committee membership.
2. Election to Standing Committees will occur via online ballot during Spring semester, with service to start the subsequent Fall Semester. A candidate nomination process will occur prior to the last meeting of the Academic Assembly in Spring Semester.
3. The Dean, Associate Deans, Assistant Deans, and Staff may serve on standing committees as ex-officio members unless otherwise designated in these bylaws. Ex-officio members have a voice, but do not vote. Individuals appointed to Interim appointments as Dean, Associate Deans, or Assistant Deans will relinquish their elected committee position for the duration of their appointment. They will be eligible to resume their elected position for the remaining term at the

conclusion of their appointment.

4. Except where noted, standing committees will be composed of an odd number of voting members.
5. Faculty members of the College may serve concurrently on no more than two standing committees within Edson College. Faculty may not concurrently serve on the Faculty Appointment and Search Committees and Personnel Advisory Committees.
6. All committees may call ex-officio members from the faculty and staff of Edson College to assist in their charge. Ex-Officio will have voice-only for the specific question(s) posed to them by the Committee.
7. The term of office on all committees is staggered and shall be three years unless otherwise specified in these bylaws. Elected committee members may run for re-election. The election of a Career Track faculty member or academic professional to a committee position does not create an expectation of continued employment for that person beyond the term of that person's appointment or impose such an obligation on ASU.
8. Where applicable, student committee representatives shall be selected through the appropriate student organization, per their bylaws. Student representatives shall have a voice only and no vote.
9. Vacancies during the academic year shall be filled for the remainder of the term of office by the process outlined in these Bylaws.
10. All committees where program or rank representation is important will reflect such representation.
11. Faculty members may be asked by the Dean or their Designee to serve on a College or University Committee not listed in this document. In these instances, faculty shall receive recognition for this effort as if serving on an Academic Assembly Committee.

D. Chair of Standing Committees

1. Each Committee shall have a Chair or Co-Chairs, henceforth referred to as the Chair. The term of the Chair shall be two years.
2. The Chair shall be elected by the membership of each Standing Committee from among the members of the Standing Committee.
3. The Chair may not serve more than two consecutive terms as a Committee Chair. After a waiting period of two years, an individual can be re-elected as Chair. If there is no eligible individual to serve as Chair, the Chair of the Academic Assembly may waive this requirement.

4. The Chair and Chair-elect shall be 1.0 FTE faculty members elected by the respective committees.
5. The Chair shall ensure that a record of the minutes of each meeting, as appropriate for each Committee, is kept and that a copy of the minutes is available to each committee member, the Dean, and Academic Assembly members via electronic access.
6. The Chair shall report to the Academic Assembly as necessary and prepare and disseminate an annual report to the Chair-elect of the Academic Assembly and the Dean of Edson College at the end of each academic year.
7. The Chair of each Committee will call the first meeting at the beginning of the academic year to establish the committee calendar.
8. If there is no designated Chair, the Chair of the Academic Assembly will appoint a committee member to convene the first meeting.

H. Program Forums

1. Program Forums provide a forum for discussing all issues that impact the educational delivery of each academic program's faculty. Issues may concern teaching, scholarship, service, and the work environment.
 - a. The Dean or their Designee will appoint Academic Program Directors to oversee operations and Edson College Degree programs.
 - b. At the beginning of each academic year, a Program Forum meeting schedule will be established by each of the Academic Program Directors.
 - c. Forum membership is constituted by all voting faculty members teaching in the program.
 - d. Voting on forum issues rests with the eligible faculty members responsible for the respective academic programs in the current academic year. Faculty at any FTE may attend any Program Forums of the College and have a voice.

I. Bylaws Committee

1. The Bylaws Committee serves to review, amend, and ensure compliance with the Bylaws of the Edson College.
2. The Bylaws Committee is charged with:

- a. Ensuring the Bylaws are consistent with ASU and ABOR Policy, and where discrepancies exist, to revise Edson College Bylaws;
 - b. Providing impartial interpretation of the Bylaws when questions arise;
 - c. Reviewing proposed amendments and implementing revisions to the Bylaws as directed by the Academic Assembly and the process laid out within these Bylaws; and
 - d. Conducting a full review of the Bylaws every four years, with revisions prepared during the Fall Semester and the following Spring Semester.
3. Membership on this Committee should be at least (5) members with representation equal to the composition of the tenured/tenure-eligible, career and research track faculty.
 4. The following individuals serve ex officio with a vote: Chair of the Academic Assembly, Chair-Elect of the Academic Assembly, Secretary of the Academic Assembly, and Parliamentarian of the Academic Assembly, and may count towards the committee representation in I.3.

J. Curriculum Committees:

1. Each curriculum committee provides leadership for developing and evaluating the respective program's curriculum. In consultation with the Dean and Program Directors, curriculum committees identify actions to improve those programs. These recommended actions will be forwarded to the Academic Assembly for action.
2. Curriculum committees are charged with:
 - a. reviewing of proposed new courses submitted by faculty members and making recommendations to the appropriate programs.
 - b. providing updates on curriculum developments and support of the respective programs to the Academic Assembly.
 - c. conducting a systematic review of continuing courses.
 - d. submitting new course proposals for faculty discussion and support.
 - e. conducting scheduled three-year reviews of established courses as mandated in the College Systematic Plan for Evaluation.
 - f. reviewing all new courses or concentration proposals for consistency with program completion outcomes established by the faculty.

policy and procedures.

- c. Review applications for consistency with advertised position criteria and submission to the appropriate offices for approval to interview.
 - d. Make recommendations for the appointment of faculty members in their respective tracks to the Dean of Edson College, who is responsible for selecting and announcing new faculty appointments.
5. Tenured/Tenure-Eligible Committee
- a. The Tenured/Tenure-Eligible Committee shall be composed of at least six (6) members with representation from the different programs within Edson.
 - b. The Academic Assembly shall elect the three members from eligible Tenured/Tenure-eligible and Research Track faculty members who do not hold an excluded position. The Dean of Edson College shall select the same number (3) of members from eligible Tenured/Tenure-eligible and Research Track faculty members who do not hold an excluded position.
 - c. All members shall attend the annual trainings provided by the Office of the University Provost.
 - d. The Tenured/Tenure-Eligible Committee will be responsible for convening a Research Track Appointment and Search committee when necessary.

6. Career Track committee

- a. The Career Track committee shall comprise at least six (6) members with representation from the different academic programs within Edson.
- b. The Academic Assembly shall elect three members from eligible Career Track faculty members who do not hold an excluded position. The Dean of Edson College shall select the same number (3) of members from eligible Career Track faculty members who do not hold an excluded position.
- c. All members shall attend the annual trainings provided by the Office of the University Provost.

L. Faculty Evaluation Process Committee

1. The Faculty Evaluation Process Committee is responsible for:
 - a. Reviewing the annual faculty evaluation process, and ensuring compliance with ASU policies and procedures (ACD 506-10, Annual Evaluations of Faculty).

- b. Developing and managing the peer review process for the annual faculty evaluations.
 - c. Recommending to the Academic Assembly for a vote on any revision of annual performance evaluation forms.
2. The Committee shall be composed of at least five (5) members. Two members each from Tenured/Tenure-Eligible faculty and Career Track faculty, and one from Research Track Faculty.

M. Personnel Advisory Committees

1. The Personnel Advisory Committees recommend to the Dean of Edson College concerning faculty status according to established criteria for initial academic appointment and application for tenure and/or promotion. Sabbatical applications will be reviewed according to university criteria with recommendations to the Dean for subsequent review and approval.
2. The Edson Personnel Advisory Committee (PAC) consists of three separate committees representing the breadth of faculty in the Edson College, including the Tenured/Tenure-eligible (T/TE), Career Track (CT), and Research Track (RT).
3. In addition to exclusions to service mentioned elsewhere in this document, Senior Program Directors, Associate Program Directors, and Assistant Directors shall not serve as members of the Personnel Advisory Committees.
4. Personnel Advisory Committee: Tenured/Tenure-Eligible (T/TE) Committee
 - a. A tenured faculty committee member is eligible to make recommendations for appointment, probationary review, tenure, and promotion, but only for a faculty member at the same or lesser rank as the committee member.
 - b. All tenured faculty committee members are eligible to review and make recommendations for sabbatical requests. A T/TE committee member has a voice and vote for T/TE faculty in all personnel matters herein identified, with the exception noted above.
 - c. The Tenured/Tenure-eligible faculty Personnel Advisory Committee has the responsibility to:
 - i. Review and evaluate materials submitted from the Tenured/Tenure-eligible Faculty.
 - ii. Work with the Search Committee for faculty candidates' initial appointments and make recommendations to the Dean.
 - iii. Review and evaluate materials submitted by faculty members for probationary review, tenure, promotion, and sabbatical leave for

tenure-eligible ranks.

- iv. Provide a written, summative evaluation of the candidate's body of work and recommendation to the Dean.
 - v. Review and revise a) Tenured/Tenure-eligible criteria for rank and b) the review process for candidates applying for tenure and/or promotion.
- d. The Committee shall be composed of at least five (5) tenured faculty members at the rank of full professor. Only tenured professors who do not hold positions as Deans or direct reports for whom faculty evaluation is a responsibility of that position may serve. Direct report refers to faculty members responsible for evaluating other faculty, including the Dean, Associate Dean(s), Assistant Dean(s), Program Directors, and Associate Program Directors. The members shall not concurrently serve on the University Promotion & Tenure Committee.
- i. The Procedures for Making Recommendations are as follows: All Tenure-Eligible Associate or Full faculty members are reviewed by the Tenured/Tenure-Eligible Faculty Committee according to their respective criteria for rank. Three (3) Committee members will constitute a Review Committee, conduct a tenure or promotion review, and provide an evaluative summary of the Candidate's body of work for tenure or promotion.
- e. The Committee shall be selected from the eligible voting members of the Academic Assembly who meet the qualifications and are voted upon by all eligible Tenured/Tenure-eligible Faculty.
- f. If there are not five tenured full professors to constitute the Tenured/Tenure-Eligible Committee to evaluate candidates seeking promotion to associate professor, current faculty at the rank of Associate with Tenure may be appointed to the Committee.
- g. If there are not five tenured full professors to constitute the Tenured/Tenure-Eligible Committee to evaluate candidates seeking promotion to full professor, the following process will be implemented if a candidate is eligible for appointment or seeks promotion to full professor rank.
- i. A request will be made by the Chair of the Personnel Advisory Committee Tenured/Tenure-Eligible committee to the Dean to request the Provost to appoint full professors from other colleges or departments to complete the required full professor members to review the applicant's portfolio. The professor(s) from the other unit(s) shall not currently serve on the University Promotion & Tenure Committee. The individuals constituting the Tenured/Tenure-Eligible Committee will conduct an appointment or promotion review and provide an evaluative summary of the Candidate's body of work.
- h. Upon request of the Candidate, a tenured member from another university department/unit can be asked to participate on the ad hoc program-level review

committee to evaluate and make recommendations as to the Candidate's qualifications.

- i. The procedure for making recommendations is as follows: the Committee reviews portfolio materials for Tenured/Tenure-Track faculty members at the time of their 3rd-year review or when seeking promotion or tenure. Such reviews are conducted according to the faculty member's respective criteria for rank, as approved by the voting Tenured/Tenure-Eligible faculty.

5. Personnel Advisory Committee: Career Track Committee

- a. A Career Track faculty committee member is eligible to make recommendations for appointment and promotion for a Career Track faculty member at the same or lesser rank as the committee member. A Career Track committee member has a voice and vote for Career Track faculty in all personnel matters identified, with the exception noted in the preceding sentence.

- b. The Career Track Committee has the responsibility to:

- i. Review and evaluate materials submitted from the Career Track Faculty Appointment and Search committee for faculty candidate initial appointment and make recommendations to the Dean.
- ii. Review and evaluate materials submitted by Career Track faculty members for promotion, according to established criteria approved by the Academic Assembly, and provide a confidential written, summative evaluation of the Candidate's body of work and recommendation to the Dean.
- iii. Review and revise the Career Track Faculty Criteria for Rank and the review process for candidates as necessary.

- c. The Career Track Committee shall comprise of seven (7) elected faculty members at the Clinical Associate Professor, Clinical Professor rank, and Senior or Principal Instructor. At least four (4) members must be at the Clinical Professor rank, and no more than two (2) members must be Clinical Associate Professor. In addition, one (1) member at the rank of Senior Instructor or Principal Instructor. If possible, representation is to be drawn from undergraduate and graduate programs. Members may not hold positions as Dean, Associate Deans, Assistant Deans, or direct reports in which the evaluation of faculty members is a responsibility of the position.

- i. The Procedures for Making Recommendations are as follows: All Career Track faculty members are reviewed by the Career Track Committee according to their respective criteria for rank. Three (3) Committee members will constitute a Career Track Review Committee, conduct an appointment or promotion review, and provide an evaluative summary of the Candidate's body of work.

- d. The following process will be implemented if there is not a full complement of full professors to constitute the Career Track committee to evaluate candidates seeking promotion.
 - i. If a faculty member seeks an appointment or promotion to the Rank of Clinical Professor, and there are not enough Clinical Professors to constitute a full committee, an interdisciplinary Career Track committee will be formed, composed of appropriate Edson PAC: Career Track members and, in order: 1 Professor from the PAC: T/TT or 1 Career Track Professor from another ASU college as requested by the PAC Chair after consulting with the Candidate for review and approval by the Dean. The above-referenced subcommittee members will review the Candidate's body of work and provide an evaluative summary and recommendation to the Dean of Edson College.

6. Personnel Advisory Committee: Research Track (RT) Committee

- a. A Research Track faculty member is eligible to recommend appointment and promotion for a Research Track faculty member at the same or lesser rank as the committee member. A RT committee member has a voice and vote for RT faculty in all personnel matters identified, with the exception noted in the preceding sentence.
- b. The Research Track Committee has the responsibility to:
 - i. Review and evaluate materials submitted by Research Track faculty members for initial appointment and make recommendations to the Dean.
 - ii. Review and evaluate materials submitted by Research Track faculty members for promotion, according to established criteria approved by the Academic Assembly, and provide a confidential written, summative evaluation of the Candidate's body of work and recommendation to the Dean.
 - iii. Review and revise, as necessary, the Research Professor Criteria for Rank, the review process for candidates, and the Personnel Advisory Committee Manual and make recommendations to the Academic Assembly, as needed.
- c. The Committee will comprise at least three (3) faculty members. Two members will be at the associate level or higher Research Track, and one will be a member of the Personnel Advisory Committee, Tenured/Tenure eligible faculty at the rank of Associate Professor or Professor.
- d. Members of this Committee may not hold positions as Dean, Associate Dean, Assistant Dean, or direct reports in which faculty evaluation is a responsibility of the position.
- e. The Research Track Committee will be convened by the Tenured/Tenure-Eligible Personnel Advisory Committee Chair when necessary.

- f. This Committee will make recommendations for the promotion of research track faculty.
- g. The following process will be implemented if there are not enough full Research Track professors available to constitute the Research Track committee to evaluate candidates seeking promotion to full Research Track professor.
 - i. When a faculty member seeks an appointment or promotion to the Rank of Research Professor, an interdisciplinary Research Track committee will be formed. This RT committee will consist of one (1) full Professor from the PAC: T/TT, one (1) Research Professor from Edson, and one (1) Research Professor from another ASU college, as requested by the PAC Chair after consulting with the Candidate for review and approval by the Dean and Provost. The above-referenced subcommittee members will review the Candidate's body of work and provide an evaluative summary and recommendation to the Dean of Edson College.

N. Standards Committee

1. The Standards Committee establishes and maintains standards of admission, progression, retention, graduation, and/or course completion per established college and university standards.
2. The Standards Committee has the responsibility to:
 - a. Propose to the Academic Assembly (for subsequent review and approval by the Dean) and implement procedures and protocols for admission, retention, graduation, and course completion in the graduate and undergraduate programs in accordance with the standards established by Edson College and the University.
 - b. Coordinate the College standards with the appropriate University policies and standards.
 - c. Provide a forum for students to petition aspects of their academic studies, requesting exceptions to established procedures and protocols of the College and University.
 - d. Make recommendations to the Academic Assembly regarding proposed changes in standards as reflected in protocols and procedures for subsequent review and approval by the Dean.
 - e. Communicate Edson College and University standards changes to the faculty, students, and academic advisors.
3. The Standards Committee shall be composed of at least:
 - a. Seven (7) faculty members at 0.50 FTE or more (at least three undergraduate

faculty and three graduate faculty) representing the various degree programs. Elected faculty members reflect representation from the disciplines and programs (undergraduate and graduate) and shall be elected by the Academic Assembly.

- b. Four (4) student representatives of the Edson College academic programs, including 2 Graduate students and 2 Undergraduate Students.
- c. All Academic Senior Program Directors, Associate Program Directors, and Assistant Directors shall serve as ex officio on the Standards Committee.
- d. Faculty members shall have been on the faculty for a minimum of one year before serving on this Committee or its subcommittees.

4. Standards Committee: Student Academic Grievance Subcommittee

- a. The Student Academic Grievance Subcommittee provides a mechanism for the resolution of student grievances related to matters within the purview of the Edson College of Nursing and Health Innovation.
- b. The Student Academic Grievance Subcommittee implements the informal and formal grievance processes based on the Edson College of Nursing and Health Innovation Academic Grievance procedures and protocols approved by the Academic Assembly.
- c. The Student Academic Grievance Subcommittee shall consist of four Standards Committee members, three faculty members at 0.50, and one student, rotating each semester.
 - i. Members of the Subcommittee will be representatives of graduate and undergraduate programs
 - ii. In case of a conflict of interest or the inability of a faculty member to attend a grievance hearing, an alternate faculty member shall be selected by the Associate Dean in consultation with the Chair of the Standards Committee.
 - iii. The Chair will notify the Associate Dean of Academic Affairs of the Standards Committee if it becomes necessary to appoint an alternate student member due to a conflict of interest or the inability of the student to serve.
 - iv. Academic grievance procedures and protocols adopted by the Student Academic Grievance Subcommittee will be consistent with the University Policy for Student Appeal Procedures on Grades established by the University and published in ASU Academic Catalog (<https://catalog.asu.edu>) and also with the Academic Integrity Policy published on Office of the University Provost website.

5. Standards Committee: Student Academic Integrity Subcommittee

- a. The Student Academic Integrity Subcommittee provides a mechanism for the resolution of academic integrity-related matters within the purview of the Edson College of Nursing and Health Innovation.
- b. The Student Academic Integrity Subcommittee implements the informal and formal academic integrity processes based on the Edson College of Nursing and Health Innovation Academic integrity procedures and protocols approved by the Academic Assembly.
- c. The Student Academic Integrity Subcommittee shall consist of four members, three faculty members at 0.50 FTE or more, and one student from the Standards Committee, who will rotate each Semester.
 - i. Members of the Subcommittee will be representatives of graduate and undergraduate degree programs.
 - ii. In case of a conflict of interest or the inability of a faculty member to attend an academic integrity hearing, an alternate faculty member shall be selected by the Associate Dean of Academic Affairs in consultation with the Chair of the Standards Committee.
 - iii. The Chair will notify the Associate Dean of Academic Affairs of the Standards Committee if it becomes necessary to appoint an alternate student member due to a conflict of interest or the inability of the student to serve.
 - iv. Academic grievance procedures and protocols adopted by the Student Academic Integrity subcommittee will be consistent with the University Policy for Student Appeal Procedures on Grades established by the University and published on the ASU Academic Catalog, and also with the Academic Integrity Policy published on the Office of the University Provost website.

O. Student Scholarship Committee

1. The Student Scholarship Committee provides a mechanism for recommendations concerning the dispersal of scholarship and fellowship funds and outstanding graduating student recognition.
2. The Student Scholarship Committee is responsible for using the predetermined scholarship and fellowship criteria to determine recipients of selected scholarship funds.
3. The Committee shall comprise at least seven (7) faculty members at 0.50 FTE or more from graduate and undergraduate programs. Sub-committees from each level may be established to address the scholarships and fellowships available for students in the different academic programs.

4. In the event of subcommittees being formed, the following membership criteria shall apply:
 - a. Graduate Sub-Committee: Faculty representatives: a minimum of at least three (3) from graduate programs
 - b. Undergraduate Sub-Committee: Faculty representatives: a minimum of at least three (3) from undergraduate programs

P. Task Forces

1. In consultation with the Dean of Edson College, the Chair of the Academic Assembly, or vice versa, may establish Task Forces as needed for time-limited activities or obtain Academic Assembly input related to administrative matters.
2. Membership on Task Forces will be determined based on the responsibilities to be addressed by the task force and shall serve until the work is completed.
3. The Chairperson shall be a member of the Academic Assembly and shall be elected by the task force members during the first meeting or appointed by the Chair of the Academic Assembly.

ARTICLE VII: UNIVERSITY FACULTY SENATORS

- A. The Edson College is represented on the University Academic Senate at the Downtown Phoenix campus as determined by the university rules governing membership.
- B. Each senator is elected for a term of three (3) years and may be re-elected. Elections of senators are to be staggered.
- C. The election of senators for the following academic year will be completed and reported to the University Senate Office by May 15 of the current year.

ARTICLE VIII: AMENDMENTS TO THE BYLAWS

- A. The bylaws may be altered, amended, or repealed by a two-thirds (2/3) majority, provided a quorum of the Academic Assembly members cast a vote on the proposal.
- B. Any member of the Academic Assembly may propose an amendment to the Bylaws as a motion during any meeting of the Academic Assembly.
- C. No amendment may be enacted during the same meeting in which it is introduced, although it may be discussed.

- D. Within 5 business days following the meeting of the Academic Assembly in which the amendment was proposed, a ballot will be prepared by the Secretary of the Assembly and distributed to the members of the Assembly.
- E. Ballots shall be cast and returned to the Secretary of the Assembly within 5 business days, or as specified, of their distribution to be officially counted.
- F. Upon the vote of endorsement by the Academic Assembly, the Chair shall forward the amendment to the Dean of Edson College, who will forward the recommended amendment to the Provost for review.

Record of Revision:

Amended:

Approved by the Edson College Academic Assembly: April 20, 2026
 Approved by the Edson College Academic Assembly: February 16, 2026
 Approved by the Edson College Academic Assembly: May 9, 2025
 Approved by Edson College Academic Assembly: October 17, 2022
 Approved by Edson College Academic Assembly: 2/2021
 Approved by CONHI AA 11/2014 Approved
 by CONHI AA: 5/2013 Approved by CONHI
 AA 8/2011 Approved: 9/16/10
 Approved: 3/17/08 Approved:
 4/28/97 Approved: 9/15/95
 Approved: 5/8/95 Approved:
 5/9/93 Approved: 1/11/93
 Approved: 5/90 Approved:
 5/27/87 Approved: 5/7/84
 Approved: 5/10/82 Approved:
 4/27/81 Approved: 5/12/80
 Approved: 5/14/79

Approved by the Provost:

8/2015
 04/2012
 05/2011
 04/2008
 09/01/2001
 09/10/1999
 10/07/1997
 05/01/2026

APPENDIX A

Edson College of Nursing and Health Innovation

Program Level Reviews for all Probationary, Tenure, or Promotion Reviews of Tenure-Eligible Faculty

A. Program Level Reviews for all Probationary, Tenure, or Promotion Reviews

1. The Candidate, in conjunction with the Direct Report, will select three tenured faculty members of the appropriate rank from within the College or university to form an ad hoc program-level review committee. The aim is to select tenured faculty who are most familiar with one or more aspects of the Candidate's role performance or are experts in similar domains of knowledge. The selection of the three tenured faculty members must occur well before the portfolio review to facilitate the scheduling of a review meeting.
2. The Direct Report will notify the selected faculty of their appointment to the ad hoc program-level review committee and assign Chair responsibilities to one of the three members.
3. The Direct Report will oversee the scheduling of the ad hoc program-level review committee meeting and provision of the Candidate's portfolio documents to the Chair of the ad hoc program-level review committee.
4. The Chair of the ad hoc program-level review committee is responsible for scheduling a meeting and ensuring that all members have sufficient access to the portfolio documents. The meeting will be convened, and the assessment will be written prior to the Direct Report's evaluation of the Candidate's portfolio.
5. The ad hoc program-level review committee will provide an initial in-depth appraisal of the Candidate's portfolio. Guided by the criteria for rank, the ad hoc program-level review committee will provide a written assessment of the Candidate's Direct Report, including a recommendation regarding continuation, promotion, or tenure. This recommendation need not be a unanimous decision of the ad hoc program-level review committee members, but may articulate diverse conclusions if needed.
6. The written assessment from the ad hoc program-level review committee will be used by the Direct Report, the PAC-Tenured/Tenure-Eligible Committee, and the Dean during their reviews of the Candidate's portfolio.
7. Because the ad hoc program-level review committee's assessment of the Candidate's portfolio and accomplishments becomes a part of the faculty member's file, a faculty member may formally request to see this document and other review documents through the Provost's Office.
8. In the case that the Direct Report is career track, then a senior, tenured faculty member will be appointed by the Dean to serve in this role.