


<b>College</b>	<b>Watts College of Public Service and Community Solutions</b>	
<b>Unit</b>	<b>College</b>	
<b>Document</b>	<b>Bylaws</b>	
<b>Approved By the faculty</b>		<b>Date: August 30, 2019</b>
<b>Reviewed by the Dean</b>		<b>Date: June 16, 2025</b>

**Provost office approval**

	<b>8/4/2025</b>
<b>Patricia Friedrich, Vice Provost for Academic Personnel</b>	<b>Date</b>

# **Watts College of Public Service and Community Solutions**

## **Bylaws**

### **PREAMBLE**

The faculty of the Watts College of Public Service and Community Solutions does hereby form itself as an organization under the regulations of Arizona State University by the authority granted by the Board of Regents on July 1, 1979, in establishing the Watts College of Public Service and Community Solutions (formerly the College of Public Programs).

This document and all others pertaining to conduct of the business of the College are in accordance with, and secondary to, policies formulated by the Arizona State University and the Board of Regents, and do not supersede Arizona State University or Board or Regents documents.

### **ARTICLE ONE: THE COLLEGE ASSEMBLY**

The primary governing unit of the Watts College of Public Service and Community Solutions shall be the College Academic Assembly. Its members participate in and share the responsibilities and obligations of governance of the Watts College of Public Service and Community Solutions, and the University as provided for by the Arizona Board of Regents. In discharging its responsibility, the Assembly shall be a collective voice for its members and be empowered to recommend on all matters of educational policy, faculty grievance, faculty personnel, budgetary affairs, College support services, and any other matters affecting the role of the faculty in the College. This shall be accomplished in a manner that assures the coordination and continuity of its affairs and promotes maximum communication and cooperation between the faculty and the administration.

The Assembly shall meet at least once each semester, and at other times as it may be called into session by the dean of the College, the College Faculty Senators, the president of the University, or the provost of the University; or at the request, in writing, addressed to the dean of the College, of ten voting members of the Assembly.

Proposals adopted by the Assembly are considered to be recommendations to the dean of the College and become effective upon approval of the dean.

### **ARTICLE TWO: MEMBERSHIP**

The College Academic Assembly shall include all benefits-eligible, regularly appointed employees of the Arizona Board of Regents in teaching, research, or service whose Notice of Appointment is within an academic unit of the Watts College of Public Service and Community Solutions, which includes those having a joint appointment in the college, such as instructors, senior instructors, principal instructors, assistant teaching professors, associate teaching professors, (full) teaching professors, clinical assistant professor, clinical associate professor, clinical professor, research scholar, research assistant professor, research associate professor, research professor, professor of practice, assistant professor, associate professor, professor, regents professor, or persons who are otherwise designated as faculty members including college professors, college research professors, and college clinical professors on the Notice of Appointment (ACD, Policy 505-02), and academic professionals with continuing appointments.

### **ARTICLE THREE: OFFICERS AND AGENDA**

The dean of the College shall establish an agenda for, schedule, and preside over the meetings of the Assembly. The Office of the Dean shall be responsible for notifying directors of each unit of the College

and college faculty in advance of each meeting of the Assembly; for keeping and disseminating the minutes of each meeting; and for such other duties which the Assembly shall, through proper and due process, assign. Written proposals signed by five or more members of the Assembly must be placed upon the agenda for action at the earliest possible meeting after their receipt by the dean.

#### **ARTICLE FOUR: CONDUCT OF MEETINGS**

Twenty-five percent of the members of the Assembly shall constitute a quorum for the conduct of business.

A majority of those present and voting at regular and special sessions of the Assembly shall be sufficient for the adoption of all measures within the jurisdiction of the Assembly, except as other provisions of the bylaws may provide.

If a quorum is not present and one-third of the voting members present request it, an electronic mail ballot will be submitted to all eligible voting members of the Assembly. The motion to reconsider shall not be applicable to a mail ballot.

Items of new business shall be placed on the agenda of the next meeting. However, if a quorum is present, new items can be discussed and acted upon with the approval of at least two-thirds of those in attendance at the meeting.

For time sensitive issues that arise between meetings, voting can occur through the use of an electronic survey that protects the integrity of the voting process.

#### **ARTICLE FIVE: RIGHTS AND PRIVILEGES**

The Assembly shall possess all rights, privileges, and prerogatives conferred upon it by the Board of Regents, the University Administration, and the Academic Faculty Constitution and Bylaws of Arizona State University. Specifically, subject to the appropriate institutional reviews and approvals, the Assembly shall have the authority to

Propose and/or recommend on matters falling within the purview of the College regarding education, curriculum, or personnel policies. To promote and administer such policies through the enactment of rules, regulations, and Bylaws.

Formulate Bylaws detailing the governance of the College.

Receive and act upon reports of its committees.

#### **ARTICLE SIX: NATURE AND FUNCTION OF UNITS OF THE COLLEGE**

The Watts College of Public Service and Community Solutions is divided into research and service units recognized by the Arizona Board of Regents as being under the auspices of the Watts College of Public Service and Community Solutions.

Each academic unit shall develop its own operating Bylaws, in accordance with provisions of this document, the University Academic Affairs Manual, and such other rules and regulations as may be set forth by the Assembly, University administrative or legislative bodies, Board of Regents, or other authorized sources.

Each unit shall be led by a director, selected and appointed as specified in the University Academic Affairs Manual. The director is the chief administrator of the unit should provide leadership to the unit for the welfare of its members, the College and the University.

## **ARTICLE SEVEN: RESPONSIBILITIES AND RIGHTS OF THE FACULTY**

Faculty members have rights and responsibilities as outlined in the Academic Affairs Manual, commonly referred to as the ACD Manual.

## **ARTICLE EIGHT: AMENDMENT OF THE BYLAWS**

Proposals for the amendment of the Bylaws must be sent to the members of the Assembly at least ten working days prior to the date on which action is to be taken upon them.

Amendments to the Bylaws require a two-thirds majority of those present and voting, provided a quorum is present.

## **ARTICLE NINE: COMMITTEES**

The committees of the Watts College of Public Service and Community Solutions shall be those established by these Bylaws, plus such other ad hoc committees as the Assembly may see fit from time to time to create. Duties of the committees are defined below, but are not limited to those definitions. Additional tasks as assigned by the dean of the College may also be undertaken.

The College Executive Council is comprised of the director of each academic and center/institute unit, the associate dean(s), assistant dean(s), the dean, and other persons appointed by the dean. The dean chairs this group. Its major responsibility is to advise the dean on matters of concern to the College. The Executive Council should meet regularly throughout the fiscal year.

Standing committees include the College Personnel Committee for Tenure/Tenure-track Faculty, the College Personnel Committee for Career-Track Faculty, the Grievance Committee, the Committee for Inclusive Excellence, and other committees as designated by the dean, with the concurrence of the Assembly.

- No member holding an administrative appointment shall serve as a voting member in any standing committee.
- Meetings shall be scheduled as needed to accomplish the business of the committee, but no less than once each semester of the academic year.
- For purposes of a quorum to conduct the business of the committee, no less than a simple majority of its members shall be present at any meeting where decisions are made.

Procedure for the election of members to the College Personnel Committee for Tenure/Tenure-Track Faculty:

Faculty members of each school of the Watts College of Public Service and Community Solutions shall elect, by whatever means the faculty of that unit shall decide, one full professor from among its tenured full professors to the committee. Those names shall be forwarded to the dean, who will select an additional member if necessary, from one unit in a manner to ensure that the membership of the committee shall reflect, insofar as possible, an equitable cross-section of the College faculty. Committee members shall serve a three-year term.

Procedure for the election of members to the College Personnel Committee for Career-Track Faculty:

Faculty members of each school of the Watts College of Public Service and Community Solutions shall elect, by whatever means the faculty of that unit shall decide, one member from among its faculty to the committee. The College Career Track Committee will consist of five (5) members; four (4) career track faculty and one (1) academic professional. One career track member shall

be elected from each academic unit, with the additional academic professional member being elected by the College.

The four (4) career track faculty and one (1) academic professional shall hold the rank of Associate Teaching Professor, Clinical Associate Professor, Research Associate Professor, Associate Academic Professional or above.

Those names shall be forwarded to the dean, who will select an additional member, if necessary, from one unit in a manner to ensure that the membership of the committee shall reflect, insofar as possible, an equitable cross-section of the College faculty. Committee members will serve a three-year term.

The College Personnel Committee for Career Track Faculty shall have the following responsibilities of review:

- The Committee shall be responsible for reviewing the files of all Career Track Faculty Promotions and Academic Professional Promotions candidates in the college and make recommendations to the Dean.
- The Committee shall be responsible for reviewing disputed Career Track and Academic Professional Annual Reviews and making a recommendation to the Dean.

Procedure for the election of members to the Committee for Inclusive Excellence (CIE):

Faculty members of each school of the Watts College of Public Service & Community Solutions shall elect, by whatever means the faculty of that unit shall decide, two members to serve on the CIE.

Staff members of each school of the Watts College of Public Service & Community Solutions shall elect, by whatever means the staff of that unit shall decide, one member to serve on the CIE. A staff member who works at the college-level will also be chosen by whatever means determined by that unit, to serve on the CIE.

Elected members will serve for two-year terms and the terms will be staggered to ensure continuity from one year to the next, whenever possible.

Each school will also select one community member and one student to serve.

The responsibility of the Committee for Inclusive Excellence is to help the College realize its vision by providing a platform to identify needs and concerns, provide input to the Dean, and formulate coordinated actions and initiatives to address topics related to inclusive excellence across the College and the surrounding community.

Committees shall select one person from among their number to serve as chair. Selection shall be made by whatever means each committee shall determine for itself. No committee members shall sit as a member of the committee in consideration of any matter in which the member may be involved in a conflict of interest, academic or personal. In such instances, the dean may appoint a representative of such academic unit to sit as a member of that committee in lieu of the regular member for consideration of that matter only.

Procedure for the election of members to the Grievance Committee:

Faculty members of each school of the Watts College of Public Service and Community Solutions shall elect, by whatever means the faculty of that unit shall decide, one member from among its

number to each committee. Those names shall be forwarded to the dean, who will select one member from each unit in a manner to ensure that the membership of the committee shall reflect, insofar as possible, an equitable cross-section of the College faculty.

Elected members will serve for one year. Committee members may choose to serve an additional year with their school director's approval.

The College Senior Associate Dean of Academic and Students Affairs will serve as a non-voting, ex-officio member of the committee.

The Grievance Committee is charged with reviewing undergraduate and graduate student grievance cases after they have been reviewed by the appropriate school committee and Director. The committee reviews cases related to issues such as grade grievance, academic integrity, and dismissal from program and making a recommendation to the Dean of the Watts College of Public Service and Community Solutions. The Dean's decision is the final step of the student grievance process and cannot be appealed.