


College	College of Liberal Arts and Sciences (The College)
Unit	School of Life Sciences (SOLS)
Document	Bylaws

Unit and college approval

Date of approval by the faculty	October 11, 2024
Date of review by the dean	October 29, 2024

Provost office approval

Vice Provost for Academic Personnel 	Date 12/17/2024

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School of Life Sciences Bylaws

Adopted October 11, 2024

*(Subject to revision as necessary to be consistent with SOLS policies and procedures or for clarification, and only by vote of the School Assembly)
In any instance where these bylaws are not in accordance with state law, Arizona Board of Regents (ABOR) policies, the College of Liberal Arts and Sciences (The College) Constitution and Bylaws, or ASU's Academic Affairs Policies and Procedures Manual ([ACD Manual](#)), those policies take precedence.*

Preamble

These bylaws describe the foundational principles and structures by which the School of Life Sciences (SOLS) in the College of Liberal Arts and Sciences (The College) at Arizona State University (ASU) self-governs and carries out the responsibilities and privileges entrusted to the school. SOLS provides an innovative and inclusive environment for advancing knowledge of life sciences through teaching, research, and service to the profession and the community. SOLS provides broad academic offerings for undergraduate and graduate students through both online and in-person courses and degree programs that include classroom, laboratory, and research experiences. SOLS promotes and supports innovative, collaborative, and forward-thinking research. SOLS is engaged with the wider community to promote public understanding of the life sciences while embodying the spirit of ASU's charter.

Article I. Organization

Section 1.01. Name

These bylaws apply to SOLS in The College at ASU and to all its members and activities. The implementation of these bylaws is governed by SOLS Governance Policies and Procedures consistent with The College, ACD, and ABOR policies, as referenced below.

Section 1.02. Representative Bodies

a. SOLS Assembly

The Assembly is the governing body of SOLS and follows the rules of the Academic Affairs Manual (ACD). All persons with voting privileges [see Section 1.03] are Assembly members.

b. Executive Committee

The SOLS Executive Committee is chaired by the SOLS Director [see section 1.04.a] and consists of associate directors [see section 1.04.b] and *ex officio* or other members as the director specifies. The Executive Committee is the most senior administrative and policy group for SOLS. The membership, with input from SOLS faculty members, advises and assists the director with developing and providing input on strategic plans, personnel decisions, application of SOLS standards, hiring and budget priorities, maintaining the SOLS Governance Policies and Procedures Manual, and all other matters as assigned by the director that pertain to SOLS.

c. Senate

SOLS faculty members are represented in the The College and the University Faculty Senate. Senators must be SOLS Assembly members; ACD specifies the number of senators and their responsibilities.

Section 1.03. Membership and Voting Privileges

a. Definition of voting rights:

The faculty of SOLS has rights and responsibilities as outlined in the ACD and Arizona Board of Regents (ABOR) Policy Manual. All tenured and tenure-track faculty members with at least 50% of their annual full time equivalent (FTE) effort within SOLS constitute the tenure-track faculty of the school and have full voting privileges, regardless of their tenure home. All ranks of clinical, research, and teaching professors and instructors, with at least 50% of their appointment in SOLS, have voting rights in all matters except in personnel decisions regarding tenured and tenure-track faculty members.

b. Exceptions to voting rights:

1. Those on leave of absence, including sabbatical, should not participate in or vote on committee activities.
2. Faculty members who are serving in administrative assignments such that less than 20% of their assignment remains as a faculty member in SOLS do not have voting rights for the duration of that assignment.

All SOLS faculty members with voting rights are hereafter referred to as the SOLS voting faculty.

Section 1.04. Officers

a. Director

A director, governed by The College, ASU, and ABOR rules and responsibilities regarding Chairs [ACD-102], leads SOLS. The SOLS Director is responsible for executing university policies, leading SOLS, and for representing SOLS to The College, the university, and external constituencies. The director will serve as the SOLS administrator responsible for personnel, budget, facilities, and other administrative issues as needed. The director chairs the SOLS Executive Committee [see Section 1.02.b]. The director is appointed and evaluated by the The College Dean of Natural Sciences with the advice of members of SOLS and in accordance with The College Bylaws. The director serves at the discretion of the The College Dean of Natural Sciences.

b. Associate Directors

The SOLS Director is assisted in fulfilling administrative duties by associate directors appointed following the governance policies and procedures established by SOLS. Associate director positions support research, facilities, graduate programs, undergraduate programs, and all faculty members; additional areas of responsibility can be added as needed to support SOLS's programs and faculty composition. Changes to the number and responsibilities of associate directors are at the discretion of the SOLS Director with the advice of the Executive Committee, and following SOLS

Section 1.05. Committees

a. Steering Committees

The work of major administrative areas in SOLS is overseen by steering committees that encompass research, facilities, graduate programs, undergraduate programs, and faculty mentoring and support. Generally, these committees are chaired by an associate director. Steering committees have specific responsibilities as outlined in the SOLS Governance Policies and Procedures Manual. Each steering committee reports to the SOLS Director through its chair.

b. Standing Committees

- **Personnel Committee**

Faculty personnel actions including promotion, probationary reviews, tenure recommendations, annual evaluations, and sabbatical leave are the purview of the SOLS Personnel Committee. The Personnel Committee does not perform disciplinary actions. Annual evaluations of faculty members performed by this committee are advisory to the SOLS Director, who is responsible for final evaluations. This committee follows SOLS Governance Policies and Procedures, The College Bylaws, and the ACD Manual sections 506-05 and 506-07. This committee reports to the SOLS Director via its chair, who becomes an *ex officio* member of the Executive Committee. The committee is composed of associate or full teaching, clinical, and tenured faculty members, with the exclusion of faculty members in leading administrative positions that report directly to the SOLS Director. Serving on the Personnel Committee requires that faculty are voting members in SOLS, and that SOLS is the tenure home for tenured faculty. The committee must consist of both career track and tenured faculty members. Career track faculty do not vote on personnel actions for tenure track faculty; for tenure track faculty, one must be at full rank to vote for promotion to full. Research faculty members cannot serve on this committee. The committee will include at least one member per ten SOLS faculty members; at least two thirds of the committee must be tenured full professors. Committee members are elected annually by the SOLS voting faculty and serve staggered 3-year terms, renewable for up to two additional terms. Additional members may be appointed by the SOLS Director as needed to ensure appropriate composition. The chair and an associate chair must be tenured full professors and are elected by the committee membership to serve a 2-year term, renewable for additional one-year terms for the length of their service on the committee. With the exception of the inaugural chair, members must have served at least one year on this committee to be eligible to serve as chair.

- **Teaching Evaluation and Assignments Committee (TEACH)**

The TEACH is tasked with generating appropriate, transparent, equitable, and consistent SOLS graduate and undergraduate course teaching assignments that anticipate and respond to present and future instructional needs and SOLS academic programs. SOLS course teaching assignments made by this committee are advisory to the SOLS Director, who assigns workloads as required by ACD 102. This committee follows operational guidelines outlined in the SOLS Governance Policies and Procedures. TEACH reports to the SOLS Director via its chair, who is also an *ex officio*

member of the Executive Committee. The committee consists of at least five, but no more than ten, faculty members and must include a minimum of two career-track and two tenure-track faculty members; the chair must be at associate rank or higher. The members and chair are appointed by the SOLS Director in consultation with the Executive Committee, and serve staggered, renewable 3-year terms. Committee members must be SOLS voting faculty and have substantial assigned course teaching effort. The SOLS Associate Directors with responsibilities for the instructional mission and faculty mentoring shall serve as non-voting, advisory *ex officio* members.

c. Search Committees

Search committees will be constituted in accord with SOLS Governance Policies and Procedures, The College Bylaws, and the ACD Manual. They will typically include members from sub-disciplinary areas in SOLS most relevant for the search target area.

d. Ad Hoc Committees

The SOLS Director has discretion to create ad hoc committees with the advice of the Executive Committee.

Section 1.06. Appeals and Grievances

Grievance procedures in SOLS follow The College and ASU guidelines and ACD Manual Sections 509-02 and 509-03. Any concerns regarding discrimination based on a protected class and/or sexual harassment are governed by ACD 401

Article II. Meetings

Section 2.01. Definition of “Day”

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

Section 2.02. Assembly Meetings

a. Frequency

The SOLS Assembly shall meet at least once each semester during an academic year (August through May). Virtual attendance is allowed and counts for quorum.

b. Notification

Except for business requiring an immediate response, the SOLS Director must announce meetings at least five (5) days in advance by written notice, including via electronic communication (*i.e.*, email), 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.

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 Assembly meeting are considered valid.

d. Voting

Voting normally is done by a show of hands, but any voting member may request 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 act on new business at a regularly scheduled SOLS Assembly meeting and in order to change the bylaws (see Article III).

Voting by email or a similar online mechanism is acceptable as long as the standard notification periods [Section 2.02.b] for business are followed, the items to be voted on were clearly designated, and an opportunity for discussion is provided prior to the vote through either an in-person meeting or an online forum. The online voting period will be no shorter than two (2) days.

Section 2.03. Special Meetings

Special SOLS Meetings may be called at any time by the SOLS Director or by 25% of the voting SOLS Assembly members. Such special requests by assembly members must be made in writing to the SOLS Director and must state the reason for the meeting. Special meetings must be announced at least five days before the meeting is to occur and follow the same requirements as regular SOLS Assembly meetings.

Article III. Bylaws Revision and Ratification

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