


College/ Independent Unit	Mary Lou Fulton College for Teaching and Learning Innovation (MLFC)
Academic Unit/ Department, if any**	Division for Advancing Educator Preparation (DEP) Division for Advancing Education Policy, Practice, and Leadership (DPPL)
Choose document type (bylaws or criteria Document?): Bylaws	
If bylaws, does it include criteria for promotion/continuing status/tenure? No	
Please concisely list the ranks included in the criteria (if relevant).	

Unit and college approval

Date of approval by the faculty and/or academic professionals	May 1, 2025
Date of review by the dean (or lead of independent unit)*	May 20, 2025

Provost office approval

	Patricia Friedrich	8/12/2025
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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Preamble

The faculty of Arizona State University's (ASU's) Mary Lou Fulton College for Teaching and Learning Innovation (MLFC, hereafter referred to as the college), through these Bylaws, provides the organization and procedures by which and through which it functions within the range of its authority and responsibility, as prescribed by state law, the Conditions of Faculty Services established by the Arizona Board of Regents (ABOR), and the ASU Academic Affairs Manual (ACD). In general, these Bylaws reflect the college's commitment to shared governance.

1.0 Purpose

The Bylaws contain the basic rules for the conduct of college personnel, business, committee, and other organizational affairs. Accordingly, the Bylaws contain all provisions for managing and regulating all college affairs and, again, reflect the college's commitment to shared governance.

2.0 Membership

According to ACD 505-02, college faculty includes all employees of the ABOR involved in teaching, research, or service; that is, those who are tenured/tenure-eligible (TTE) and career track (CT) Faculty.

2.1 Responsibilities and Authority of the Faculty

The college faculty expects its members to pursue goals in scholarship, teaching, and service in alignment with the college's Promotion Criteria and their appointments. Scholarship, teaching, and service are integral to the college and ASU's mission and purpose. All members of the faculty share in the responsibility for the college's and ASU's success.

The responsibilities of faculty members are summarized in their annual workload distribution document, which often includes directing or participating in specialized university functions. Faculty members are expected to meet the teaching, scholarship, and/or service expectations specified in their appointment.

In general, the faculty is responsible for recommending curricular decisions related to the quality of the instructional programs to the dean. With the advice of vice deans and faculty, the dean maintains final responsibility for managing college programs.

2.1.1 Faculty Members with Voting Privileges. Full-time faculty members of the college with all privileges and voting rights, as outlined below, are those appointed as TTE and CT faculty with appointments of 50% full-time equivalent (FTE) or greater. Visiting professors, academic and faculty associates, and academic professionals do not have such voting rights.

2.1.2 Rights and Duties of Faculty Members

2.1.2.1 Scholarship. Each TTE faculty member and some CT faculty (following the terms of their appointment) is responsible for developing and augmenting their scholarly competence, including conducting academic research or other creative activities and disseminating the results. Performance quality in this area is considered in compensation, promotion, promotion and tenure, and retention decisions. The academic freedom, as described in ACD 201, to pursue particular research or creative activity is the faculty member's right.

2.1.2.2 Teaching and Service Assignments. Faculty members are responsible for carrying out effective teaching and service duties and assignments, including committee assignments, student mentoring, and other collegial activities. Performance quality in these areas will be considered in compensation, promotion, promotion and tenure, and retention decisions. Faculty members have academic freedom, as described in ACD 201, when teaching courses subject to the course description in the catalog. In approved professional or state certificate programs, the course syllabi are developed by responsible faculty, and core elements (objectives, alignment with external standards, and assessments that are part of related data reports) must remain elements of the course.

2.1.2.3 Governance Functions. Consistent with shared governance, faculty members have the right and responsibility to participate in the operation of their division and college. In addition to voting for representatives on elected committees, these rights of participation include but are not limited to contributing information to the performance evaluations of the dean, vice deans, and other administrators as specified by ACD 111-03; recommending approval and modification of the college Promotion Criteria; recommending approval of promotion, tenure, probationary, and annual review procedures; development of course requirements for both the undergraduate and graduate programs; participation in the recruitment of new faculty and administrators; providing advice on and assisting with recruiting priorities; and the development of degree programs.

2.1.2.4 Annual Performance Evaluations. Each faculty member appointed at 50 percent FTE and greater will prepare a portfolio that meets the annual performance evaluation requirements per the principles, standards, and procedures detailed in the college's Promotion Criteria and relevant ABOR and ASU policies. The portfolio addressing faculty performance is prepared according to the approved goals of the previous year, the annual workload distribution, and the college's Promotion Criteria. Yearly documentation of performance for all faculty members without exceptions is needed to comply with ACD-506-10.

2.1.2.5 Annual Goals. Each TTE faculty and CT faculty member must submit for approval to their vice dean annual goals for the coming year pertaining to scholarship, teaching, and service. Each faculty member must submit annual goals consistent with the terms of the individual's annual workload distribution. If a disagreement arises between the vice dean and faculty member about the appropriateness of the goals, the vice dean makes the final decision.

2.1.2.6 Probationary Reviews. Faculty members are responsible for preparing materials for probationary reviews according to the Office of the University Provost guidelines and submitting those materials using the established university due dates provided in the annual schedule of personnel actions. Candidates should consult the college's Promotion Criteria for additional details, the provost's website.

2.1.2.7 Promotion and Tenure Reviews. Faculty members are responsible for preparing

promotion and tenure materials according to the guidelines established by the Office of the University Provost and submitting those materials using the established university due dates provided in the annual schedule of personnel actions. Tenure-eligible faculty must consult the college's Promotion Criteria and the provost's website for additional details. CT faculty must consult the college's Promotion Criteria and the provost's website for additional details.

2.1.2.8 Appeals and Grievances. Faculty members have the right to grieve, without prejudice or retaliation, the outcome of personnel actions under ACD 509-01 and ACD 509-02 provisions. However, only those circumstances listed as grievable by policy can be grieved. Suppose a faculty member wishes to appeal a grievable decision. In that case, they should first attempt to resolve the matter with the vice dean either directly or through a university ombudsperson (ACD 509-01) unless the resolution is not appropriate for that decision as described in ACD 509-01. The appeal process for annual performance reviews is found in ACD 506-10.

2.2 Responsibilities and Authority of the Dean

The dean has primary administrative responsibilities for the faculty of the college. The university provost of ASU appoints the dean in accordance with university policy. The dean serves at the provost's discretion and performs duties as the provost or their designee may assign. The dean is responsible for the college's operation, including recruitment and development of personnel, budget, and academic divisions. The dean is the official representative and spokesperson for the college to the university administration and the external community.

2.2.1 Teaching Assignments. The dean will ensure that vice deans facilitate the production of course schedules that match course offerings to faculty members based on student and program needs, each member's qualifications, scholarly records, areas of interest, taking into consideration faculty member preferences, and regardless of faculty members' division appointments.

2.2.2 Service Appointments. The dean or the dean's designee recommends faculty members for campus or university committee assignments or community service and ensures that service appointments are equitably available to faculty members in the college. The dean will consult with vice deans and faculty members and consider the faculty member's annual workload distribution in service, teaching, and scholarship in making such assignments.

2.2.3 Salary Allocations. The dean is responsible for determining, approving, and performing any salary changes, as stated in ACD, and ensuring comparability of salaries across appointments. Any merit component of salary adjustments should be following the college's Promotion Criteria and university guidelines. Where the Promotion Criteria conflict with university guidelines, the latter control decisions. Individuals on sabbatical leave can participate in the college's merit review system (ACD 705).

2.2.4 Resource Allocation and Budget Oversight. The dean is responsible for allocating all resources required to support college operations and activities.

2.2.5 Performance Evaluations. The dean is responsible for initiating biennial or quadrennial evaluations as required of the vice deans and other college administrators. As part of this review,

the dean must solicit faculty and academic professional input consistent with ACD 111-03 guidelines - every other year for vice deans and at least every four years for the dean. Where appropriate, the dean might request input into a performance evaluation of individuals filling mid-management positions as vice deans or center directors in alternate years.

2.2.6 Administrative Functions. The dean is responsible for administrative and managerial functions, including oversight of those delegated to vice deans. In addition to all-college meetings, which include all college faculty and staff, other college meetings can be called at the dean's discretion. Attendees must be notified in writing at least two weeks before any meeting, except for in extreme cases when meetings must be called on shorter notice. Minutes from meetings should be distributed promptly and posted electronically in an accessible location; however, it is important to note that according to Roberts Rules of Order, meeting minutes are not considered officially final until the next meeting.

The dean has the authority to make decisions affecting the execution of college Bylaws; however, the dean will establish such policies in consultation with the vice deans, the standing committee on governance and policy, and college faculty.

2.3 Responsibilities and Authority of the Vice Dean

2.3.1 Title. The title of vice dean is awarded to a tenured faculty member assigned leadership and administrative responsibilities for an academic division. . The search will culminate in a recommendation to the dean by the search committee. The vice dean serves at the dean's discretion and is charged with carrying out duties as assigned by the dean or the dean's designee.

2.3.2 Duties. The vice dean will have primary responsibility for managing the division's daily operations, including but not limited to budget matters, personnel review issues, student issues, course staffing and scheduling, and strategic planning. In consultation with appropriate faculty members, vice deans are responsible for establishing equitable teaching assignments for faculty members, including but not limited to course selection, number of courses, teaching times, and teaching assistance. Also, in consultation with appropriate faculty members, the vice dean is responsible for overseeing the further development of the curriculum and departmental programs, including faculty recruitment. The vice dean also represents the department's business with other campus and university units and the external community. The vice dean should work with division faculty members to create a productive, collegial atmosphere that encourages collaboration, excellence, and faculty development.

2.3.2.1 Probationary, Promotion, Tenure, and Sabbatical Review Procedures. The vice dean will review the candidate's portfolio and prepare a report that includes their assessment of the candidate's strengths and weaknesses as per the college's Promotion Criteria, which provides a recommendation for or against the personnel action in question, along with the reasons for this recommendation. As specified in ACD 506-04 and ACD 506-05, the vice dean forwards their report to the tenured/tenure-eligible personnel evaluation committee (TTE PEC) or career track personnel evaluation (CT PEC), depending on the candidate's role in the college.

2.3.2.2 Annual Performance Evaluations. The vice dean will evaluate each faculty member's portfolio, taking into consideration the PEC review, and assign ratings, using ratings 1 through 5 (defined in the college's Promotion Criteria, which for MLFC are used for both retrospective

purposes, like annual performance evaluations, and prospective purposes, for promotion reviews), for each area under review and overall performance. In addition to assigning ratings, the vice dean will write a description of the faculty member's achievements in relation as per the approved goals and the rationale for the assignment of ratings.

Important to note is that annual performance evaluations serve three distinct purposes. They comply with ABOR requirements to encourage faculty to establish goals for continued academic progress, guide decisions about salary adjustments, and institute the first step in the post-tenure review process for tenured faculty. An annual review of progress toward tenure for probationary faculty may occur simultaneously and be based on the same material as the annual performance evaluation; however, tenure reviews are prospective and reflect the TTE PEC's and vice dean's review of the candidate's future promise. Performance evaluations are retrospective. The procedures and standards used in performance evaluations must be consistent with but differ from those used in retention, tenure, and promotion reviews.

3.0 Voting Membership of the Faculty

Faculty members (as defined in these Bylaws in Section I-C-1) have the right to vote in matters consistent with their appointments, job descriptions, and the guidelines for committee membership. This right includes areas identified here or elsewhere in the Bylaws. Only TTE faculty can vote on scholarship-related matters, including the scholarship sections of the college's Promotion Criteria. Exceptions to this include full-time faculty members on leaves of absence, including sabbatical leaves; those individuals do not vote while on leave.

4.0 Meetings of the College

The dean calls and conducts all-college meetings at least twice each fall and spring semester. The dean will announce meetings at least two weeks in advance of the meeting, except in extreme cases when meetings must be called on shorter notice. The dean will distribute meeting agendas at least 48 hours in advance of all-college meetings. The dean or dean's designee will post all-college meeting materials within two weeks after all-college meetings.

The vice deans call and conduct division meetings at least twice each fall and spring semester. The vice deans will announce meetings at least two weeks in advance of the meeting, except in extreme cases when meetings must be called on shorter notice. The vice deans will distribute meeting agendas at least 48 hours in advance of division meetings. The agendas for division meetings will be determined by the vice deans. Division faculty and staff will be invited to submit additional items to the vice deans for placement on the agenda. The vice deans or vice deans' designee will post division meeting materials within two weeks after division meetings.

The vice deans call and conduct joint division meetings as needed for discussion of relevant topics and issues affecting faculty and staff across the college. The vice deans will announce meetings at least two weeks in advance of these meetings, except in extreme cases when meetings must be called on shorter notice. The vice deans will distribute meeting agendas at least 48 hours in advance of joint division meetings. The agendas for joint division meetings will be determined by the vice deans and include reports from standing committee chairs, other

committee chairs, members of the leadership team, etc., as needed. Division faculty and staff will be invited to submit additional items to the vice deans for placement on these agendas. The vice deans or vice deans' designee will post joint division meeting materials within two weeks after joint division meetings.

In general, faculty and staff members are expected to attend and participate in all-college, division, and joint division meetings. When a faculty vote is necessary for the conduct of business or to make decisions during a meeting (which can be virtual or in-person) a quorum of eligible voters is required. In addition, a quorum is required to pass any items requiring a vote when said vote is solicited outside of an all-college meeting. A quorum is defined as a majority (50% plus one) of voting members. Except for changes to the Bylaws (discussed below), an issue must receive a simple majority to pass.

5.0 Committees

Members of standing committees of the college will take minutes, including keeping records of their actions, and disseminate minutes electronically to the faculty two weeks after the committee meeting. Minutes must not include sensitive material (e.g., personnel decisions or decisions about specific students). Minutes must also be archived electronically for historical purposes. The committee chair should report recommendations, if any, and their rationales within the minutes, and bring any decisions and items needed for faculty deliberation and approval to regularly scheduled faculty meetings. Committee members elected to represent a specific division or other unit are responsible for relaying committee actions to their respective vice dean and faculty members.

Committee members must make reasonable efforts to determine when they have a conflict of interest (COI) in matters coming before a committee on which they are members. Any faculty member with a COI must recuse themselves from the discussion and voting on the conflicted matter. Committee elections should be held at the end of the academic year. Terms of committee members shall be staggered to preserve continuity.

5.1 Standing Committees of the College and University

The college has five standing committees: (a) Curriculum Review Committee (CRC), (b) Governance and Policy Committee (GPC), (c) PEC for TTE Faculty (TTE PEC), (d) PEC for CT Faculty (CT PEC), and (e) Student Issues Committee (SIC). Faculty members are limited to serving on one standing committee at any time, including serving on university standing committees (i.e., the University Senate, the Curriculum and Academic Programs Committee [CAPC], and the Digitally Enhanced Teaching and Learning Committee [DETL]). Faculty members who serve on the CAPC or DETL must be TTE faculty members, CT faculty members with Multiple-Year (MY) contracts or Rolling Multi-Year (RMY) faculty statuses, or academic professionals with continuing status. All who serve on these standing committees may not hold administrative positions (i.e., vice deans, associate deans, assistant deans). Note that while there are multiple other standing committees of the university (i.e., ASU Provost, Senate, University Senate, and University committees), only the positions above will be elected at the college level. All others may be appointed. Note also that the University Promotion and Tenure Committee (UPTC) is an ASU Provost committee. Faculty members serving on the UPTC are appointed and

may serve on any other standing committees of the college or university, except for the TTE PEC and CT PEC. However, serving on additional committees is generally discouraged.

Faculty members serving on standing committees serve one, two, or up to three-year terms. Faculty members with yearly appointments may serve on standing committees up to three years or for the duration of their academic appointment. A faculty member cannot serve consecutive terms on the same college standing committee. The committee members must elect a chair and, if possible, a co-chair for each committee at its first academic year meeting. The chair and co-chair of a committee must be tenured, except the CT PEC.

The voting membership of the college will elect members of these standing committees. Membership on each standing committee is staggered to ensure continuity from year to year and representation across the various faculty appointments as appropriate. Members of the governance and policy committee will conduct elections. Vice deans, associate deans, assistant deans, and faculty members on sabbatical or other leaves are not eligible to serve on any standing committee. Vice deans, associate deans, assistant deans, and faculty members can attend standing committee meetings to present items for the committees' consideration. Attendance during deliberations and voting is reserved for standing committee members.

In the event of a standing committee vacancy with more than six months left in the term, whether due to resignation or unforeseen circumstances, members of the governance and policy committee shall conduct an election for a replacement for the remainder of the term after that term, the person so selected may or may not run for a full term. With less than six months left in the term of the committee member, the dean shall select a replacement from a list of faculty members who have been nominated for the position, including self-nominations, who will serve for the remainder of the term after that term, the person so selected may or may not run for a full term.

In the event of a sabbatical, individuals on sabbatical leave must resign from all campus obligations at the college and university levels, and this includes resigning from all standing committees (ACD 705). A faculty member will be elected to replace the faculty member during their sabbatical year, for only one year (i.e., *not* one semester), and that year of sabbatical will *not* count as part of the faculty member's full-service term (e.g., three years) on that committee. Put differently, faculty members who return from sabbatical must still fulfill their full-service committee commitments (e.g., three years). Faculty members currently on sabbatical or other leaves may, however, stand for election to committees if they can begin their service at the beginning of their elected term.

If the standing committee work needs to be addressed beyond the academic year (summer), the committee chairs and possibly the entire committee may be contacted electronically to address the issue(s). Up to two additional colleagues may be elected by the faculty to serve a one-year term as an ad-hoc committee member on any of the standing committees to alleviate workloads on an as-needed basis and at the request of the committee chair.

5.1.1 Curriculum Review Committee (CRC)

The CRC consists of seven faculty members, including four TE faculty (ideally two from each division), two CT faculty (ideally one from each division), and the college's ex-officio member

sitting on the ASU CAPC. Members shall be elected for a three-year term. Terms shall be staggered to preserve continuity so that two members, one from each division, rotate on and off the CRC at the beginning and end of each academic year.

The CRC committee shall conduct all business during the academic year. The CRC will meet six times during the academic year, three times during the fall semester, and three times during the spring semester. Meeting dates and times will be announced at the beginning of each academic year to facilitate curriculum planning and approval. CRC meeting dates will coincide with all-college meetings. The chair(s) of the CRC may call additional meetings of the CRC when circumstances warrant.

5.1.1.1 Approval Functions of the CRC. The CRC approves curriculum *and* course proposals generated within the college. Before consideration of *proposals for curricular change* by the CRC, proposals must be (a) approved by the discipline and program faculty members and (b) approved by a vote of faculty members in the division offering the program. The CRC considers the proposal's completeness and its fit with the mission of the college, division, program, and discipline. Annually, the CRC will establish deadlines for curriculum proposal submissions consistent with university timelines. Recommendations of the CRC are sent to the proposer and the college dean. Then, the dean or dean's designee assumes responsibility for communicating with other colleges and the next levels in the curriculum adoption process (e.g., submission to the CAPC). A curricular proposal cannot go directly to the dean or the senate.

Before approval of new course proposals and modified course proposals by the CRC, those proposals must have been (a) approved by the discipline and/or program faculty members and (b) approved by the respective vice dean. In making the determination, the committee considers whether such courses and syllabi meet program standards and are consistent with ACD and CAPC policies. The CRC's recommendations must be forwarded to the college dean for approval one week before curricular approval deadlines established by the university's provost. All new and modified course proposals advanced to the university review process (e.g., via Curriculum Change Maker or subsequent course approval tools) must first be approved by the CRC.

5.1.1.2 Advisory Functions of the CRC. Representatives from college disciplines, programs, or divisions may bring course and program concept proposals to the CRC for preliminary review to obtain recommendations for the development of a full proposal. The committee considers college, university, and CRC guidelines and timelines in determining recommendations. The CRC reviews proposals from other academic units at ASU or other state universities whose possible implementation might affect college programs and forwards recommendations to the college dean.

5.1.2 Governance and Policy Committee (GPC).

The GPC consists of seven elected faculty members, including three tenured faculty members (with ideally one per division), two tenure-eligible faculty members (ideally one from each division), and two CT faculty members (ideally one from each division). Members shall be elected for a three-year term. The chair of this committee must be tenured and preferably ranked at the full professor level.

5.1.2.1 Duties. The GPC: (a) considers and evaluates the strategic mission of the college; (b) advises the dean on how the strategic mission might be accomplished; (c) reviews and recommends changes annually, if needed, to these Bylaws; (d) evaluates and recommends to the faculty changes, if needed, in the college's Promotion Criteria; and (e) solicits nominations for elections to standing committees and oversees the process with assistance from the dean's office.

5.1.3 Tenure-Eligible and Tenured Faculty Personnel Evaluation Committee (TTE PEC).

The TTE PEC consists of seven tenured faculty members. Members shall be elected for a three-year term. Faculty members seeking promotion are not eligible to serve on the TTE PEC during the year of application for promotion. Faculty members seeking sabbatical leave may serve on the TTE PEC, but they must recuse themselves from all sabbatical reviews and decisions. The chair of this committee must be tenured and preferably ranked at the full professor level.

5.1.3.1 Duties. The TTE PEC performs three duties following the principles, standards, and procedures detailed in the college's Promotion Criteria and relevant ABOR and university policies: (a) it evaluates TTE faculty performance and makes its recommendations to the dean regarding each faculty member's annual performance review; (b) except for an ad hoc promotion to full professor committee as stipulated below, it evaluates TTE faculty for probationary, promotion, tenure, and sabbatical reviews; and (c) it proposes to the GPC possible changes in the college's governance documents that bear on its personnel evaluation charges and the academic award system.

When reviews are conducted, a faculty member must recuse themselves if a family member's materials are under review or when the faculty member's materials are being reviewed. If a TTE PEC member has any other COI with a particular case, for example, due to close personal or working relationships (e.g., co-publishing, serving as Co-Principal Investigators [Co-PIs] on research grants), the member will recuse themselves from review and discussion of that case. They may be involved in discussions of other cases, and the PEC will refrain from referring to the conflicted case in these discussions. If TTE PEC members have submitted sabbatical proposals, they will recuse themselves from review and discussion of all sabbatical proposals for that year to avoid any potential conflict.

5.1.3.2 Procedures. At the initial meeting of the TTE PEC, committee members will review the college's Promotion Criteria to ensure a uniform understanding of the college's Promotion Criteria as they apply to the reviews and recommendations for which the TTE PEC is responsible. Deliberations and recommendations about faculty members must be held in strict confidence. Reviews must be carried out following the schedule of academic personnel actions. If the committee's vote is not unanimous, the written report should reflect these judgments and provide majority and minority opinions. The entire committee should review, discuss, and sign the written report before sending it to the dean.

5.1.3.2.1 Annual Performance Evaluation Procedures. The TTE PEC will evaluate the portfolio and recommend ratings, using ratings 1 through 5 listed above (defined in the college's Promotion Criteria), for each area under review (scholarship, teaching, and/or service) as appropriate to the terms of the individual's annual workload agreements and overall performance. In addition to recommending ratings, the TTE PEC will describe the faculty member's achievements and provide a rationale for its recommendations. The TTE PEC reports

are forwarded to the vice deans. The vice dean will assign final ratings and make final decisions. Copies of the recommendations made by the committee and the vice-dean's decision are forwarded to the faculty member after review procedures are complete.

5.1.3.2.2 Probationary, Promotion, Tenure, and Sabbatical Review Procedures. The review of each TTE candidate's portfolio will be made by members of the appropriate TTE PEC (including the ad hoc TTE PEC for promotions to full professor as stipulated below), who will prepare a written report that outlines the candidate's strengths and weaknesses per the college's Promotion Criteria and that also provides a recommendation for or against renewal, promotion, tenure, or sabbatical along with reasons for this recommendation. As specified in ACD 506-04 or 506-05, the committee is to make an independent recommendation to the dean. Before the TTE PEC's (or ad hoc TTE PEC) review, the vice dean conducts their review of the candidate's portfolio and prepares a report that includes their assessment of the candidate's strengths and weaknesses concerning the college's Promotion Criteria. The vice dean's report provides a recommendation for or against the personnel action in question and the reasons for this recommendation. The vice dean's report shall be accessible to the TTE PEC (or ad hoc TTE PEC) when its members start reviewing. Of note is that approval of sabbatical proposals is based in part on the capacity of the college to staff courses and fill other program roles while the faculty member is on sabbatical.

5.1.3.2.3 Procedures for Promotion to Full Professor. An ad hoc TTE PEC consisting of five full professors will be formed when a faculty member seeks promotion to full professor; all full professors currently serving on the TTE PEC must serve on this ad hoc TTE PEC. If there are fewer than five full professors on the TTE PEC, an election will be held to complete the five-member committee with any additional members. Members who are elected and not currently serving on the TTE PEC will serve a one-year term on this ad hoc TTE PEC. Ad hoc committee faculty members may serve for up to three consecutive one-year terms. Faculty who currently serve on a standing committee may serve on the ad hoc TTE PEC. Faculty who have a family member or have published or closely collaborated with a candidate whose promotion materials are being reviewed are not eligible to serve on the ad hoc TTE PEC. Other COIs might warrant further consideration in terms of ad hoc TTE PEC membership, and might warrant a member's recusal on a case-by-case basis.

Full professors eligible to serve on the ad hoc TTE PEC must have a tenured appointment within the college, and none can hold an administrative position (i.e., vice deans, associate deans, assistant deans). Members of this ad hoc TTE PEC evaluate candidates for promotion to the rank of professor and make a final written recommendation to the dean.

The dean or dean's designee will notify those full professors serving on the ad hoc TTE PEC to review the faculty member's materials seeking promotion to full professor. The office of the dean will establish a time and date for the initial meeting of the ad hoc TTE PEC. Members will select a chair at the ad hoc TTE PEC's initial meeting. Ad hoc TTE PEC members will individually review all materials submitted by the candidate and collectively deliberate on the merits of the candidate's file. As ACD 506-05 specified, committee deliberations and recommendations will be informed by the vice dean's report. The vice dean will conduct their review of the candidate's portfolio before the review by the ad hoc TTE PEC and will prepare a report that includes the vice dean's assessment of the candidate's strengths and weaknesses as

per the college's Promotion Criteria. The vice-dean's report must provide a recommendation for or against the personnel action in question and the reasons for this recommendation. The vice dean's report shall be accessible to the ad hoc TTE PEC when its members start reviewing.

5.1.4 Career Track Faculty Personnel Evaluation Committee (CT PEC).

The CT PEC consists of seven faculty members, including three tenured faculty and four CT faculty, all of whom have been employed by the college full-time for two or more years. Member shall be elected for a three-year term. Faculty members seeking promotion are not eligible to serve on the CT PEC during the year of application for promotion. Each CT PEC member must recuse themselves for annual performance reviews when their portfolio or a family member's materials are reviewed.

5.1.4.1 Duties. The CT PEC performs three duties as per the principles, standards, and procedures detailed in the college's Promotion Criteria and relevant ABOR and ASU policies. The CT PEC: (a) evaluates CT faculty performance and makes recommendations to the vice dean regarding requests for promotion; (b) evaluates CT faculty performance and makes recommendations to the dean regarding CT faculty members' annual performance reviews; and (c) proposes to the GPC possible changes in the college governance documents that bear on the CT PEC's personnel evaluation charges and the academic award system.

If a CT PEC committee member has any other COI with a particular case, for example, due to close personal or working relationships (e.g., co-teaching, co-directing, co-presenting, co-publishing), the member will recuse himself from review and discussion of that case. They may be involved in discussions of other cases, and the PEC will refrain from referring to the conflicted case in these discussions. While excusing a committee member from discussion of an individual case does change an element of the review process, this should not present bias, as is also consistent with previous practice.

5.1.4.2 Procedures. At the initial meeting of the CT PEC, committee members will review the college's Promotion Criteria to ensure a uniform understanding of the college's Promotion Criteria as they apply to the reviews and recommendations for which they are responsible. Deliberations and recommendations about CT faculty members should be held in strict confidence. Reviews must be carried out as per the schedule of academic personnel actions.

5.1.4.2.1 Annual Performance Evaluation Procedures. The CT PEC will evaluate the portfolio and recommend ratings, using ratings 1 through 5 listed above (defined in the college's Promotion Criteria), for each area under review (scholarship, teaching, and/or service) as appropriate to the terms of the individual's annual workload agreements and overall performance. In addition to recommending ratings, the CT PEC will describe the faculty member's achievements and provide a rationale for its recommendations. The CT PEC reports are forwarded to the vice deans. The vice dean will assign final ratings and make final decisions. Copies of the recommendations made by the committee and the vice-dean's decision are forwarded to the faculty member after review procedures are complete.

5.1.4.2.2 Promotion Procedures. The review of each CT candidate's portfolio will be made by members of the appropriate CT PEC (including the ad hoc CT PEC for promotions to ultimate rank or as stipulated below), who will prepare a written report that outlines the candidate's

strengths and weaknesses as per the college's Promotion Criteria and that also provides a recommendation for or against promotion along with reasons for this recommendation. As specified in ACD 506-04 or 506-05, the committee is to make an independent recommendation to the dean. Before the CT PEC (or ad hoc CT PEC) review, the vice dean conducts their review of the candidate's portfolio and prepares a report that includes their assessment of the candidate's strengths and weaknesses as per the college's Promotion Criteria. The vice dean's report provides a recommendation for or against promotion and the reasons for this recommendation. The vice dean's report shall be accessible to the CT PEC (or ad hoc CT PEC) when its members start reviewing.

5.1.3.2.3 Procedures for Promotion to Ultimate Rank. An ad hoc CT PEC consisting of TTE and CT members who hold TTE or CT ultimate ranks will be formed when a clinical faculty member seeks promotion to ultimate ranks; all faculty at ultimate rank currently serving on the CT PEC must serve on this ad hoc CT PEC. If there are fewer than five TTE or CT ultimate rank faculty on the CT PEC, an election will be held to complete the five-member committee with any additional (and preferably CT ultimate rank) members. Members who are elected and not currently serving on the CT PEC will serve a one-year term on this ad hoc CT PEC. Ad hoc committee faculty members may serve for up to three consecutive one-year terms. Faculty who currently serve on a standing committee may serve on the ad hoc CT PEC. Faculty members who have a family member or have published or closely collaborated with a candidate whose promotion materials are being reviewed are not eligible to serve on the ad hoc CT PEC. Other COIs might warrant further consideration in terms of ad hoc CT PEC membership and might warrant a member's recusal on a case-by-case basis.

Members of this ad hoc CT PEC evaluate candidates for promotion to the ultimate rank and make a final written recommendation to the dean. The dean or dean's designee will notify those at ultimate rank serving on the ad hoc CT PEC to review the faculty member's materials seeking promotion to ultimate rank. The dean or dean's designee will establish a time and date for the initial meeting of the ad hoc CT PEC. Members will select a chair at the ad hoc CT PEC's initial meeting. Ad hoc CT PEC members will individually review all materials submitted by the candidate and collectively deliberate on the merits of the candidate's file. As ACD 506-05 specified, committee deliberations and recommendations will be informed by the vice dean's report. The vice dean will conduct their review of the candidate's portfolio before the review by the ad hoc CT PEC and will prepare a report that includes the vice dean's assessment of the candidate's strengths and weaknesses as per the college's Promotion Criteria. The vice dean's report must provide a recommendation for or against the personnel action in question and the reasons for this recommendation. The vice dean's report shall be accessible to the ad hoc CT PEC when its members start reviewing.

5.1.5. Student Issues Committee (SIC). The SIC consists of seven members, ideally including one TTE and one CT faculty from each division, each of whom shall be elected for a three-year term, a representative from the Office of Professional Education Services, the Executive Director of Academic Services, and a student representative who will serve a one-year-term and be selected by the head of Academic Services.

5.1.5.1 Duties. Subject to relevant university policies, members of the SIC address formal student appeals of decisions made by the vice dean or academic integrity officer. These may include grade and academic dishonesty appeals and appeals regarding academic status issues

(e.g., program dismissal recommendations or student continuation issues). The SIC is convened on an as-needed basis. Within 15 business days of receipt of an appeal, members of the SIC will deliberate and formulate a written recommendation to the dean within five business days.

5.2 Ad Hoc Committees

The dean appoints ad hoc committees as needed by the college. Such committees include accreditation review committees, faculty search committees (subject to the provisions below), or committees needed for specific tasks. Depending on the committee's charge, the dean may appoint a committee chair or chairs or ask that the members elect the chair(s).

5.2.1 Search Committees for Tenure-Eligible Faculty. Search committees consist of four TTE faculty members. All TTE faculty members of the college are eligible to serve on search committees. Consistent with the policies established in ACD 111-01, at least half of the members of each search committee shall be elected by TTE faculty members in the college in elections conducted by the GPC. The remaining search committee members, including its chair(s), are appointed by the dean. Once a search is approved, the dean notifies the chair of the GPC to solicit nominees and conduct elections for each search committee.

5.2.1.1 Duties. In consultation with the dean or dean's designee, the search committees for TTE faculty are responsible for managing faculty searches, including:

- Assisting with the development of the position description and the criteria for the position, job responsibilities and essential functions
- Developing strategies for finding qualified candidates
- Conducting an active search for qualified candidates whose appointment would further the ASU Charter and ASU's Design Aspirations
- Reviewing and evaluating the applications of the candidates
- Conducting interviews of the top candidates for the position

Search committee members should report on the final candidates' strengths and weaknesses to the vice dean and dean, who is, in turn, responsible for communicating their recommendation to individuals at the next level in the appointment process.

5.2.1.2 Procedures. The faculty and the dean should collaborate to (a) ensure that at least one member of the search committee is from the division and discipline area in which the vacancy is located and (b) ensure that search committees follow all relevant ABOR policies, university policies, and the approved recruitment and hiring procedures issued by the ASU vice provost for academic affairs.

5.2.2 Search Committees for Career Track Faculty. Search committees for CT faculty consist of four faculty members. All the college's TTE and CT faculty members are eligible to serve on these search committees. Consistent with the policies established in ACD 111-01, at least half of the members of each search committee shall be elected by faculty members in the college, with elections conducted by the GPC. The remaining members of the search committee, including its chair(s), are appointed by the dean. Once a search is approved, the dean notifies the chair of the GPC to solicit nominees and conduct elections for each search committee. Elections for these searches may include TTE faculty and CT faculty.

While most faculty searches should be held during the academic year, some CT faculty searches may need to take place during summer break. If possible, elections for such search committees should be held before the end of the spring semester. Faculty should be notified that they will not receive additional compensation for committee work during the summer. Faculty should also be notified how to report their search committee service for workload and annual review purposes. In addition to the elected members, the dean will appoint faculty who have summer contracts to serve on these committees. If elections cannot be held before the end of the spring semester, the dean will appoint all members of the search committee, drawing on faculty who have summer contracts.

5.2.2.1 Duties. In consultation with the dean or dean's designee, the search committees for CT faculty are responsible for managing faculty searches, including:

- Assisting with the development of the position description and the criteria for the position, job responsibilities and essential functions
- Developing strategies for finding qualified candidates
- Conducting an active search for qualified candidates whose appointment would further the ASU Charter and ASU's Design Aspirations
- Reviewing and evaluating the applications of the candidates,
- Conducting interviews of the top candidates for the position,

Search committee members should report on the final candidates' strengths and weaknesses to the vice dean and dean, who is, in turn, responsible for communicating their recommendation to individuals at the next level in the appointment process.

5.2.2.2 Procedures. The faculty and the dean should collaborate to (a) ensure that at least one member of the search committee is from the division and discipline area in which the vacancy is located and (b) ensure that search committees follow all relevant ABOR policies, university policies, and the approved recruitment and hiring procedures issued by the ASU vice provost for academic affairs.

5.3 Doctoral Advisory Council (DAC). The Doctoral Advisory Council (DAC) is considered an advisory council that includes appointed and elected TTE and CT faculty members, each of whom shall be elected for a three-year term, doctoral students, and doctoral staff. The DAC consists of approximately thirteen members, including Executive Leadership (the Vice Deans overseeing doctoral programs), Associate Directors of the Ph.D. and Ed.D Doctoral Programs, Chairs of the Ph.D. program committees (LLT and EPE), four elected CT/TTE faculty (1 CT and 1 TTE from each division) from which the chair should be elected, and two student-selected representatives from the college's Doctoral Council (preferably one Ph.D. and one EdD student). Additional members include doctoral program services team staff. DAC meetings are open to all TTE and CT faculty, and agendas and meeting minutes will be posted as per the college Bylaws.

5.3.1 Duties. The DAC shall advise the Director of Doctoral Programs and the Doctoral Program Committee's administrative assistants and program coordinators on strategies to secure the integrity and quality of doctoral education across the college.

6.0 Procedures for Amending the Bylaws

The GPC shall request written suggestions from TTE and CT faculty for revisions, additions, and deletions to these Bylaws. A draft containing the appropriate modifications will be prepared and reviewed by this GPC. Then, the draft will be circulated to the TTE and CT faculty and discussed at a scheduled faculty meeting. Following any subsequent revisions made at that meeting, all TTE and CT faculty will receive a copy of the amended Bylaws document. TTE and CT faculty members will vote to approve or disapprove each of the changes to the document following the initial presentation of the recommended changes. This approval requires a two-thirds affirmative vote by a quorum of the faculty (defined as a majority of or 50% plus one of the voting faculty). If any change is disapproved, the original version of that Bylaw section remains in effect. The dean must review and approve the Bylaws, and the dean will send the amended document to the provost for administrative review and approval. When approved, the revised document becomes effective.

7.0 Procedures for Suspending the Bylaws

Suspension of the Bylaws is limited strictly to procedural rules. The suspension cannot deprive the TTE or CT faculty of any fundamental right delineated in the Bylaws, such as quorum rules and vote requirements. A motion to suspend the Bylaws shall pass with a two-thirds vote of those present if at least a majority (50% plus one) of the voting faculty are present. If these bylaws conflict with ASU or ABOR policies, ASU or ABOR policies take precedence.