




College	Health Solutions
Unit	Health Solutions
Document	Bylaws

Unit and college approval

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Provost office approval

	11-1-2024
Patricia Friedrich, Vice Provost for Academic Personnel	Date

Bylaws of the College of Health Solutions of Arizona State University

Arizona State University

College of Health Solutions

Bylaws

PREAMBLE

CHS Charter:

Our charter states why we exist and gives us direction and focus. **Better health outcomes require better solutions.** The College of Health Solutions at Arizona State University is committed to translating scientific health research and discovery into practice. We prepare students to address the challenges facing our populations to stay healthy, improve their health and manage chronic disease. We bring people together to improve the health of the communities we serve, reaching them where they live, learn, work and play throughout the lifespan.

CHS Vision:

Our vision tells us who we aim to be in the future. This is our aspirational objective. The College of Health Solutions creates leaders who reimagine health and create a better future for people and communities on a local and global scale.

CHS Mission:

Our mission states what we are focused on now. It describes the reason for our work. The College of Health Solutions translates health research and discovery into practice and prepares tomorrow's leaders to address the challenges facing people and communities to stay healthy, improve their health and manage chronic disease.

CHS Values:

Our core values demonstrate what we believe in. These values offer direction for our behavior and culture, and guide our decision-making.

- **Translational science:** We are lifelong learners who move evidence into practice.
- **Collaboration and teamwork:** We work together toward a common goal of improving health outcomes.
- **Equity and inclusion:** We maximize opportunities for people of diverse backgrounds, abilities and perspectives.
- **Agility and accountability:** We adapt to change efficiently, are reliable and are willing to take risks.
- **Integrity and honesty:** We lead by example with strong ethics.
- **Health and respect:** We enable the health and well-being of our communities, students, faculty and staff.

This document contains the Bylaws of the College of Health Solutions of Arizona State University, and supersedes all previous documents addressing that purpose. The faculty of the College of Health Solutions, through these bylaws, provides the organization and procedures 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 (ABOR), other ABOR policies, ASU's faculty constitution and bylaws, and ASU's Academic Affairs Policies and Procedures Manual ([ACD Manual](#)). This document is intended to be consistent with the aforementioned documents. To the extent there is any inconsistency between this document and

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the documents or policies identified, the aforementioned documents and policies shall prevail. If one portion of the document is found to be in conflict with University policy or is otherwise found to be invalid, the rest of the document remains in force. These bylaws are binding upon current and future administrative officers and members of the College, as referenced in the ACD manual. If either faculty or administrators wish to deviate from procedures outlined in this document, there must be approval by a majority of the members voting.

I. ORGANIZATION OF THE COLLEGE

A. The College of Health Solutions is comprised of academic programs, success hubs, affinity networks, translational teams, and administrative units. These bylaws and all accompanying documents that can be found on at the Provost website¹ apply to all facets of the College of Health Solutions. This includes policies and procedures on annual evaluations, and expectations for promotion, tenure and continuing status. These bylaws, documents explicating annual evaluation and promotion and tenure and continuing status expectations, and any amendments to those documents must be approved by the faculty, the Dean of the College, and by the Office of the Provost.

II. THE COLLEGE ASSEMBLY

The primary faculty governance unit of the College of Health Solutions (“the College”) is the College Assembly and the standing committees of the College Assembly. The College Assembly is led by the Assembly Chair of the College.

A. ELECTION OF THE ASSEMBLY CHAIR

- a. shall hold the rank of “Associate” or higher (regardless of faculty track) and be a member of CHS faculty in good standing.
- b. shall be elected annually by the members of the Assembly by April 15 of the semester prior to term of service;
- c. shall take office on May 15 of the year elected and serve one full year; and
- d. have the following duties in collaboration with the Faculty Success Hub:
 - (1) conduct meetings of the Assembly;

¹ <https://academicpersonnel.asu.edu/personnel-processes/bylaws-criteria-documents>

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- (2) call for agenda items at least three weeks before the meeting;
 - (3) circulate agenda at least one week before the meeting;
 - (4) call meetings of the Assembly as deems necessary;
 - (5) liaise with Faculty Success related to votes and elections of the Assembly.
- e. In the event that the Chair is unable to perform these duties, Faculty Success shall call for a new election.

B. MEETINGS OF THE COLLEGE ASSEMBLY

- a. The Assembly Chair of the College shall preside over meetings of the College Assembly.
- b. The Assembly Chair shall call a minimum of one meeting of the College Assembly during each academic semester. The Assembly Chair may call additional meetings of the College Assembly as needed during the academic year; each meeting will be called with at least 10 calendar days' notice.
- c. Upon receipt of a petition signed by 10 percent of the members of the College Assembly, the Assembly Chair will call a special meeting of the College Assembly (giving at least 10 calendar days' notice and scheduled within 20 calendar days of receipt of the petition) during the academic year. The petition must state the specific item(s) to be considered by the Assembly.
- d. The business of the College Assembly will ordinarily be conducted in-person and be available via tele-technology; voting will take place by electronic ballot, and may be asynchronous from the College Assembly meeting.

C. MEMBERSHIP IN THE COLLEGE ASSEMBLY

The voting members of the College Assembly will be:

- a. Tenured and tenure-track faculty with the rank of Assistant Professor, Associate Professor, or Professor, whose tenure home is in the College and whose faculty assignment is at least 0.5 FTE in the College; and Career track faculty appointed as Instructor, Senior Instructors, Principal Instructors, Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Professor of Practice, Assistant Research Professor, Associate Research Professor, or Research Professor, and holding at least 0.5 FTE renewable contracts in the

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College.

- b. Individuals who are otherwise eligible College Assembly members, but who 1) hold an administrative appointment of 0.5 FTE or greater in the College (including, but not limited to, the Dean, Vice Dean, Associate Deans, Assistant Deans, or Directors); or 2) who are on sabbatical or leave without pay, are ineligible to be voting members of the College Assembly for the duration of their administrative role or leave.
- c. Visiting faculty, faculty associates, adjunct faculty, volunteer faculty, affiliated faculty, academic professionals, and other faculty appointments not otherwise articulated in Section B(a) are ineligible to be members of the College Assembly.

D. RIGHTS AND PRIVILEGES OF THE COLLEGE ASSEMBLY

The College Assembly shall possess all rights, privileges, and prerogatives conferred upon it by the Arizona Board of Regents, the University administration, and the Academic Constitution and Bylaws of Arizona State University. Specifically, the College Assembly, or its standing and ad hoc committees, shall be consulted by and make recommendations to the Dean on all matters relating to:

- a. Proposals for new graduate and undergraduate academic programs (certificates, majors, minors, degrees) and proposed changes to existing programs.
- b. The establishment and disestablishment of centers and institutes.
- c. The reports of its standing and ad hoc committees.
- d. And all other matters relevant to academic quality and faculty governance in the College, consistent with the provisions of [ACD 203-01](#).

E. CONDUCT OF COLLEGE ASSEMBLY MEETINGS

- a. Unless a voting member of the College Assembly calls for a quorum, a majority (51%) of those members present and voting at regular and special sessions of the College Assembly shall be sufficient for the adoption of all measures.
- b. A quorum is defined as attendance, either in person or participating remotely via tele-technology, by at least 30 percent of the members of the College Assembly.

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- c. An item of new business cannot normally be acted upon until the meeting subsequent to its introduction. However, it can be discussed and acted upon at the same meeting with the approval of at least two-thirds of those members present, in person and remotely via tele-technology, and voting.

III. COLLEGE COMMITTEES

The College of Health Solutions will elect and convene four standing committees: 1) CHS Personnel Committee, 2) CHS Curriculum Committee, 3) CHS Academic Standards and Student Grievance Committee, and 4) CHS Committee on Committees.

A. **The CHS Personnel Committee** shall be comprised of at least 13 faculty members with title, rank, and expertise specifications sufficient for evaluation of candidates to vote on all personnel actions within the College. Nominations and self-nominations will be put to ballot, wherein tenured/tenure-track faculty vote for seven tenured faculty members; and tenured/tenure-track and career track (CT) faculty vote for six CT members. At least 50% of tenured and CT faculty on the personnel committee shall be at ultimate rank (e.g. professor, clinical professor, research professor, teaching professor); the remaining members of the committee may be at penultimate rank (e.g. tenured associate professor, clinical associate professor, associate research professor, associate teaching professor).

The CHS personnel committee reviews for promotion, tenure, and sabbatical leave and will follow standardized procedures which have been adopted by the CHS faculty. The CHS personnel reviews are conducted as follows (Note, for matters regarding tenure and/or promotion, only those present for the discussion may vote and a minimum of three committee members is required for a vote):

- a. Tenure-Track Probationary reviews and Promotion and Tenure reviews: Conducted by CHS Personnel Committee members with tenure at the rank of Associate and Full Professor.
- b. Promotion to Full Professor reviews: Conducted by CHS Personnel Committee members with tenure at the rank of Full Professor.

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- c. Sabbatical and other reviews for personnel actions for tenured/tenure-track faculty:
Conducted by members at the equivalent or aspirational ranks of the candidate.
- d. Promotion of Career-Track Faculty to penultimate or ultimate rank reviews: Conducted by CHS Personnel Committee members with tenure, and CT CHS Personnel Committee members at aspirational rank, or higher for associate/full rank promotion cases, of the candidate.
- e. In the event that representation on the Committee is not sufficient in terms of advanced rank and/or diversity of discipline for an anticipated review, the Dean or Vice Dean shall appoint interim member(s) of the Committee to serve on the designated review in order to ensure appropriate representation is achieved. Given that membership on the Personnel Committee is public, candidates can initiate a request for an ad hoc member to support disciplinary representation. The candidate up for review will be invited to submit 2-3 names of ASU faculty at the Associate/Full rank for the Dean to consider. Final decision regarding the additional ad hoc member appointed to the committee are at the discretion of the Dean.

The CHS Personnel Committee will be supplemented by the broader faculty to conduct annual performance evaluations (“Ad Hoc Annual Evaluation Committees”) to be submitted as recommendations to the Assistant/Associate Deans. All faculty are required to serve on these committees at least every other year in conjunction with the elected personnel committees to create three faculty categories:

- a. Tenured/Tenure-Track Faculty Evaluations 2) Clinical Faculty Evaluations, 3) Teaching faculty and Instructor Evaluations. Research faculty will be reviewed by the Assistant/Associate Dean or designee and will not be under the purview of the CHS Personnel Committee.

B. The CHS Curriculum Committee shall consider and make recommendations to the College Assembly and to the College Dean on all proposals involving curricular changes within the College, including consideration of all undergraduate and graduate programs requirements; and it will review all copy for the General Catalog. The Committee may initiate proposals concerning any aspect of the College curricula. To ensure adequate representation of the faculty, the Committee shall consist

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of a sufficient number of faculty members in order to achieve representation of the current tenure to CT ratio in the College, and two staff members appointed by the Executive Director of Student Success to represent student advising at the graduate and undergraduate levels. An effort will be made to ensure disciplinary representation within the committee.

C. The Academic Standards and Student Grievance Committee shall advise the College Dean in decisions concerning the enforcement and interpretation of College standards as stated in the General Catalog, and as delineated in the [ABOR Student Code of Conduct](#). The Committee also shall hear student grievances and make recommendations to the Dean, consistent with College process and University and ABOR policies. The Committee shall consist of seven members of the College Assembly, elected from self-nominated candidates and be comprised of four non-tenure eligible faculty and three tenured/tenure-track faculty.

D. The Committee on Committees is made up of faculty representing all CHS program areas to ensure the appropriate population of faculty committees (not inclusive of search committees) across the College. Membership is determined by appointment by the Dean or Designee.

E. Nature of the Standing Committees

- a. Standing committee membership shall be limited to the College Assembly
- b. No member of the College Assembly shall serve on more than one Standing Committee simultaneously. Note that as the Ad Hoc Annual Evaluation Committees require all faculty participate in annual evaluations on an every-other year basis, this committee is not considered a standing committee.
- c. Terms of office, including rotation: Membership on each standing committee is for a term of three years. A staggered appointment of one-year, two-year and three-year terms will be implemented during the first three years of the standing committees to ensure members will serve overlapping terms.
- d. Each standing committee's members shall elect its chair annually. The chair of the CHS Personnel Committee shall be elected from the tenured Full Professor members. The chairs of the Curriculum Committee and the Academic Standards and Student Grievance

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Committee shall be elected from the faculty membership. Chairs may serve up to three consecutive years if recommended by committee membership.

- e. The elected committees of the College shall report at least annually to the College Assembly and to the Dean of the College. The reports to the College Assembly should provide a summary of the Committee's activity, without disclosure of personal or identifying information.
- f. A vacancy in an elected position on any committee will be filled by vote of the College Assembly, following a call for nominations and self-nominations.

E. The College may create such other advisory committee(s), council(s), or task force(s) as deemed necessary to carry on the business of the College on an ongoing or an *ad hoc* basis. Members of any such committees or councils will be recommended by the Committee on Committees, and appointed by the Dean and/or their designee.

Whenever an advisory group is created by the Dean, the Dean will provide the College Assembly with a statement of the group's charge and membership.

IV. PARLIAMENTARY PROCEDURES AND PROCESSES

In all matters not specified in these Bylaws, this organization will be governed by the latest edition of Sturgis Standard Code of Parliamentary Procedure [Sturgis Code](#)

V. DISTRIBUTION

The Bylaws of the College of Health Solutions shall be available on the College intranet.

VI. CLARIFICATION AND HIGHER AUTHORITY

All policies and procedures mandated by the Arizona Board of Regents and Arizona State University take precedence over this document. Clarification of such policies and procedures and of this document may be sought from the College Assembly, the Dean, and from the Office of General Counsel.

VII. PROPOSED AMENDMENTS TO THE BYLAWS

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- A. Proposals for Amendments to the Bylaws must be sent to the Dean and all members of the College Assembly at least 10 calendar days prior to the date on which action is to be taken upon them. This provision is not subject to a motion to suspend the rules.
- B. Amendments to the Bylaws require approval by a majority of those voting of the College Assembly. Voting shall be by electronic ballot and voting shall terminate 10 calendar days after the ballot is distributed.
- C. Any amendment to the Bylaws that is approved by the College Assembly is forwarded as a recommendation to the Dean and the Provost's office for final approvals.