


College	New College of Interdisciplinary Arts and Science
Unit	School of Social and Behavioral Sciences
Document	BY-LAWS

Unit and college approval

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BY-LAWS
School of Social & Behavioral Sciences
New College of Interdisciplinary Arts and Sciences

Arizona State University
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I. Name and Structure

The School of Social and Behavioral Sciences (SBS) is organized in two ways -- by program and by academic degree.

Programs are formed by faculty in the same or similar disciplines. The purposes of a program are to promote cooperation and task sharing among faculty with common disciplinary concerns/practices and to facilitate communication with the director. At this time, SBS includes three programs: Behavioral Sciences, Communication, and Social Sciences. For purposes of curriculum quality and assessment, SBS is also organized by academic degree. Benefits-eligible faculty members who teach courses within a degree program are empowered to review and propose courses, assess student learning, and suggest modifications within that degree. Unless designated otherwise, all benefits-eligible faculty can serve as members or chairs of any school committee.

The School hosts an M.A. degree in Communication Studies and an M.S. in Psychology and its faculty participate in the M.A. programs in Interdisciplinary Studies (MAIS) and Social Justice & Human Rights (SJHR) as well as other disciplinary and interdisciplinary graduate programs hosted by New College and across ASU. The faculty are not restricted from participation in graduate programs elsewhere at ASU where they may have the appropriate expertise and meet the requirements for graduate membership as laid out by the graduate college.

II. Mission and Goals

The School of Social and Behavioral Sciences fosters excellence in scholarship and teaching consistent with the expectations of a research university. Faculty members produce high quality intellectual and creative work while also engaging in service to their disciplines and to the broader community. SBS students are encouraged to explore and value the diversity of disciplines, theoretical perspectives, and methods of inquiry of the social and behavioral sciences. SBS students are taught to apply theory, think critically and creatively, communicate effectively, and use multiple methods for observing and interpreting individual and social processes. Our graduates are expected to be ethically-aware, engaged, and globally-informed citizens.

The hallmarks of SBS are (1) engagement of students as partners in research with significant consequences for the communities to which they belong, (2) dedication to understanding the processes that organize human behavior and give it meaning, (3) a concerted effort to understand and articulate the practices that promote just, healthy, and productive relationships at all levels of social organization, (4) a commitment to facilitate "broad conversations" that cross subject boundaries and create interdisciplinary knowledge and theory to address shared social concerns, and (5) fostering of an open and encouraging learning environment.

The members of SBS are committed to the goals of the College and the University, as defined by university strategic plans and all updates thereof.

III. Voting Eligibility

A. All benefits-eligible faculty are eligible to vote on all matters that come before SBS with the exception that only tenured and tenure-track faculty are eligible to vote on tenure-related policies and promotion of tenure-track and tenured faculty. However they must be present to participate in the deliberations (or do so by phone or videoconference or similar technology). Faculty associates may participate in discussions but are not eligible to vote. SBS faculty on sabbatical or other leave may not vote as they are prohibited from university service (ACD 705) and thus may not participate in deliberations at faculty meetings.

B. *Numbers required to carry a vote.* To pass, any decision requires a majority (50% + 1) of votes of those eligible faculty who participated in the meeting.

C. *Quorum call.* Any eligible faculty member can call for a quorum (50% of the eligible faculty) before a vote is taken at an SBS meeting. If a quorum is not present, voting business must be rescheduled for a future SBS meeting.

D. *Call for ballot vote.* Any faculty member eligible to vote on an issue that comes up as “new business” on the agenda (i.e., that was not listed in advance on the agenda) can call for a ballot vote of all eligible faculty. An online ballot vote on the issue will then be conducted in lieu of a vote in the meeting. The deadline for casting ballot votes must be a minimum of 48 hours from the distribution of the ballot and must be specified on the ballot.

IV. Meetings and Timely Notification of Upcoming Votes

Preliminary agendas will be distributed electronically 48 hours in advance of all meetings by the director for School meetings and by program liaisons for meetings of the programs.

V. Appointment and Review of the School Director

A. Terms and Conditions

For duties of the school director see by-laws of the New College of Interdisciplinary Arts and Sciences Article III.

B. Appointment of Associate Director

The school director, with the approval of the Dean, appoints an associate director to assist with the administrative duties of SBS. The associate director must be a tenured SBS faculty member. The terms and conditions of the appointment will be responsive to the current conditions and needs of the unit as determined by the director, in consultation with the Dean.

VI. School Committees

A. Standing Committees

1. *Personnel Committee.* The Personnel Committee will be composed of one tenured faculty member from each program. Members on the personnel committee will be elected by the faculty of their respective programs and will serve three-year staggered terms. The committee will provide an independent level of review during the annual review. Its recommendations will be forwarded to the director in a timely manner to assure that all faculty members are evaluated in accordance with university deadlines. The Personnel Committee also advises the director on the post-tenure review process. In that capacity, it will review the files of any tenured faculty identified as “unsatisfactory” in any of the three areas of teaching, research, or service for post-tenure reviews. In cases of “unsatisfactory” performance it will work with the director and the candidate to devise Faculty Development Plans and Performance Improvement Plans, where appropriate, and in accordance with university policies (ACD 506-11).

Promotion and Tenure reviews are conducted by a peer review committee, appointed by the Dean, as specified in New College by-laws.

2. *Teaching Advisory Committee.* The Teaching Advisory Committee will review and make recommendations on all curricular issues in the School. The committee will consist of three faculty members elected by the faculty in their respective programs. Members will serve staggered three-year terms. The committee will be chaired by the director of the School or another tenured designee. The committee’s purpose is to advise and assist the director on curricular initiatives including revising and creating degree programs, considering new course proposals, disestablishing degree programs, creating/deleting courses and course prefixes, developing instructional resources, and supporting the teaching mission of the School. However, curricular issues unique to graduate programs will be addressed by the faculty associated with that program working in conjunction with the NCIAS office of graduate programs.

3. *Assessment Committee.* The Assessment Committee will consist of assessment chairs for each SBS degree, to include majors, minors, and certificates. The assessment chairs are responsible for coordinating the collection and reporting of annual assessment data for the degree, as indicated by the university’s assessment plan. This committee is organized by the associate director of the School. Assessment directors are elected by those faculty associated with the given degree program. They serve terms of three years.

4. *School Director’s Advisory Council.* The Advisory Council will include one tenured member elected from each program. The charge of this committee is to serve liaison and advocacy functions between the school director and the faculty of the specific programs.

Members of the advisory council serve liaison and advocacy functions to further the aims of each program and assist the SBS director. The separate faculty members of the respective Social Sciences, Behavioral Sciences, and Communication Programs shall meet in the spring of each year to nominate an advisory council member for each program. If the nominee is acceptable to the Director, she or he will serve in that capacity for the following year. If any program is unable to name a nominee, the Director may select a committee member. Terms shall be for one year.

5. *Bylaws Committee*. The Bylaws Committee is responsible for reviewing and recommending changes to the bylaws. They should ensure that the bylaws are in accordance with the ACD, ABOR, and University procedures, and meet the evolving needs of the school. The Bylaws Committee will be advisory to the director and faculty with regard to governance issues.

The bylaws committee consists of a minimum of three members but no more than six members. Three of the members are to be elected by their respective Social Sciences, Psychology, and Communication units for three-year staggered terms. Additionally, faculty can nominate or self-nominate up to three additional members to be elected by the entire school faculty for a two-year term.

B. Ad Hoc and Search Committees

1. *Ad hoc committees*. As issues arise that require faculty consultation, the school director may establish ad hoc committees. The director shall appoint the committee chair. Committee members may be elected, appointed, or volunteer at the director's discretion.

2. *Search committees*. Search committees will be formed in a manner consistent with university guidelines as noted in (ACD 111-01.) The Dean will be responsible for constituting a search committee. At least half of the members of the search committee shall be elected by the faculty. The remaining members of the search committee may be appointed by the Dean. Members of the search committee must undergo relevant training as required by the Provost office and all members are expected to assure equal opportunity through a commitment to inclusive excellence throughout the search process.

VII. Representation on Standing College Committees

The School will have representatives on all non-appointed college committees. Individuals will make their preferences to work with a particular committee known to the director, and there will be a School vote when there is more than one candidate for a position.

VIII. Probationary, Promotion, and Tenure Reviews and Annual Reviews

This Bylaw shall be identical to Faculty Evaluation Policies, Guidelines, and Procedures revised and adopted by the School of Social and Behavioral Sciences Faculty on [date of approving the bylaws].

IX. Post Tenure Review

Post-tenure reviews will be conducted by the director, based in part on recommendations by the Personnel Committee. In SBS, the review will be conducted at the same time as the annual performance review. Detailed criteria and procedures for post-tenure review are articulated in the NCIAS by-laws (Article IVC) and university documents (ACD 506-11). In cases of unsatisfactory review, the candidate may appeal in writing to the Dean. Criteria for unsatisfactory performance are as documented above.

X. Amending the By-laws

The process of amending the School by-laws will require these steps:

1. changes in the Bylaws must be initiated in one of two ways: a) by a petition signed by a minimum of ten percent of Assembly members, or b) by a proposal by the school's Bylaws Committee.
2. The director shall circulate the proposed changes to the faculty at least five days prior to the faculty meeting at which it will be discussed and voted on.
3. Balloting on the petition or proposal requires a simple majority (50%+1) of benefits-eligible faculty present at the school meeting including absentee ballots submitted in advance of the meeting to the director.
4. In the case of a favorable vote at the school meeting, the director shall circulate electronic ballots within five days and allow five days for the return of ballots. Amendments to the Bylaws require a simple majority of all votes cast.

Amendments to the by-laws require a majority (50% + 1) of votes by all eligible SBS faculty to pass.

Following ACD 111-02, amended by-laws would then need to be reviewed by the Dean, the Office of the Executive Vice President and Provost of the University, and the Office of General Counsel prior to final approval.

XI. Conflicts

In the event of any conflict between these Bylaws and any ABOR or ASU policy, ABOR and ASU policies shall control.