


College/ Independent Unit	Watts College of Public Service and Community Solutions
Academic Unit/ Department, if any**	School of Community Resources & Development
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	April 13, 2026
Date of review by the dean (or lead of independent unit)*	April 27, 2026

Provost office approval

	Patricia Friedrich	May 20, 2026
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.

BYLAWS

**School of Community Resources and Development
Watts College of Public Service and Community Solutions
Arizona State University**

Preamble

The School of Community Resources and Development (hereafter the School) within Watts College of Public Service and Community Solutions (hereafter Watts College) at Arizona State University (hereafter the University) prepares students and professionals to address complex community, environmental, and social challenges through teaching, research, and engagement.

The School serves undergraduate and graduate students through academic programs in parks and recreation, tourism, hospitality and events development and management, nonprofit leadership and management, community development, sport management, recreational therapy, and related fields, as well as through international partnerships including the Hainan University-Arizona State University International College (HAIC).

These bylaws establish the governance structure of the School and define the responsibilities of the School Faculty, School leadership, and committees. These bylaws are implemented through school policies and procedures adopted by the School Faculty. Faculty governance operates in partnership with the administrative authority of the Director, consistent with university policy. In cases where these bylaws conflict with policies of Watts College, the University, or the Arizona Board of Regents, the policies of those bodies shall take precedence.

Article 1. Organization

Section 1.01 School Name

The academic unit governed by these bylaws is the School of Community Resources and Development within the Watts College of Public Service and Community Solutions at Arizona State University.

Section 1.02 Representative Bodies

School Faculty

The School Faculty is the primary governing body of the School. Members include tenure-track, tenured, and career-track faculty with appointments of at least 0.50 FTE within the School. Academic professionals with appointments of at least 0.50 FTE may participate in School governance consistent with university policy. Where appropriate, representation across campuses (Phoenix and HAIC) will be considered.

Academic Senate Representatives

The School elects representatives to the University Academic Senate in accordance with ASU policy. Senators represent the School's interests and report Senate matters to the School Faculty.

School Leadership

The School Director and Associate Director(s) provide administrative leadership for the School and coordinate with program leaders and committees.

Faculty Advisory Committee (FAC)

The Faculty Advisory Committee advises the School Director on governance matters, strategic priorities, and faculty concerns. This is an advisory body with no formal voting responsibilities.

Section 1.03 Voting Privileges

The School follows the Watts College policy for who is eligible to participate and vote on tenure and promotion of tenured and tenure-track faculty. Only faculty eligible under university policy may vote on promotion and tenure decisions. Committee composition does not override voting eligibility. Faculty must recuse themselves from deliberations where a conflict of interest exists.

Tenure-track and tenured faculty with their tenure home in the School and with appointments of at least 0.50 FTE within the School have voting privileges on School matters. Career-track faculty and those with the title of Assistant Professor do not have voting privileges for tenure

and promotion cases. Career track faculty and those with the title of Assistant and Associate Professor do not have voting privileges for promotion to full professor cases.

Career-track faculty at all ranks within the School and with appointments of at least 0.50 FTE within the School have voting privileges on School matters. Entry-level career-track faculty do not have voting privileges on any career-track promotion cases. Additionally, mid-level career-track faculty do not have voting privileges on career-track promotion to full cases.

Academic professionals may participate in meetings but do not vote on faculty personnel decisions unless permitted by university policy. Other affiliated individuals including adjunct faculty, visiting faculty, faculty associates, graduate assistants, and staff may participate in School activities but do not have voting privileges.

Section 1.04 Officers

Director

The Director serves as the chief administrative officer of the School and is responsible for implementing university policies, managing School operations, and representing the School to the College and University administration.

Associate Director(s)

The Director may appoint one or more Associate Directors to assist with administration and strategic initiatives.

Program Leadership

The Director may appoint faculty to coordinate undergraduate, master's, or doctoral programs to support curriculum oversight, assessment, and student success.

Section 1.05 Committees

School governance is supported by standing and ad hoc committees that provide recommendations to the School Director and the School Faculty. Committees should include balanced representation between tenure-track/tenured and career-track faculty whenever possible.

Standing Committees include:

a. School Personnel Committee

The School Personnel Committee must consist of at least four members. The Chair of the committee will be voted on annually by the committee from among its members at the first meeting of the committee each fall term. Members of the School Personnel

Committee shall serve two-year terms, with new members elected annually by vote of school faculty with voting privileges as identified in the School Bylaws, Section 1.03 Voting Privileges. Votes may be made by electronic ballot.

Faculty may not serve on the School Personnel Committee in the same year that they serve as School Director or on a College Personnel Committee.

The committee includes proportional representation from tenure-track/tenured and career-track faculty, with representation from all campuses and with the intent of representation from all program areas whenever possible.

If the number of program representatives results in an imbalance between career-track and tenure-track/tenured faculty, additional at-large seats shall be added to ensure equal representation between the two groups. At-large seats may be rotated among program areas to promote diversity of perspectives.

b. Undergraduate Curriculum Committee

The School Undergraduate Curriculum Committee is appointed by the School Director and is chaired by the Associate Director.

c. Graduate Curriculum Committee

The School Graduate Curriculum Committee is made up of the Director of Graduate Studies, Graduate Coordinator(s) and at least one representative from each program area, as appointed by the School Director. The committee is chaired by the Director of Graduate Studies.

d. Standards and Appeals Committee

The Standards and Appeals Committee shall be made up of faculty with diverse representation. Reasonable attempt will be made to have one faculty member from each program area with a balanced mix of career-track and tenure-track/tenured. The School Director will appoint the Chair of the Standards and Appeals Committee. One staff representative from the school will serve on the committee to prepare paperwork and provide guidance on school, college and university policies. The term for the committee membership is for one year and may be renewed.

e. Inclusive Excellence Committee

The School faculty, acting as a committee of the whole, shall serve as the Inclusive Excellence Committee.

f. Faculty Advisory Committee

The committee consists of four elected School Faculty members with equal representation between tenure-track/tenured faculty and career-track faculty whenever possible. Members serve staggered two-year terms. The School Director serves as an ex-officio member.

Ad Hoc Committees

Ad hoc committees may be formed by the School Director in consultation with the Faculty Advisory Committee or the School Faculty as needed. These may include:

a. Faculty Search Committee

The day-to-day management of a search for new faculty members is the responsibility of the School Director. A search committee is essential in helping the School Director find the most suitable candidate. ACD 111-01 specifies that at least 50% of search committee members are elected by the faculty. The rest may be appointed by the School director. When the search is for a tenure-track hire, the Chair and majority of committee members must be tenure-track/tenured. When the search is for a career-track hire, the majority of committee members must be career-track and the Chair may be career-track or tenure-track/tenured at the discretion of the committee.

b. Tenure-Track Promotion and Tenure Committee

A Tenure-Track Promotion and Tenure Committee is appointed by the School Director and will be convened as required, such as when a tenure-eligible faculty member goes through their probationary review, when a faculty member applies for promotion and tenure to Associate Professor and/or when a candidate for hire is being considered for hire and/or tenure at the rank of Associate Professor. This committee is composed of at least three tenured faculty in the school who hold the rank of Associate Professor or Professor.

The committee will select a Chair upon their first meeting. A faculty member may not serve on this committee in the same year that they apply for promotion and/or tenure or serve as School Director.

c. Committee of Full Professors

A Committee of Full Professors will be convened as required, such as when a tenured Associate Professor applies for promotion to Professor, and/or when a candidate for hire is being considered for hire and/or tenure at the rank of Professor. This committee is composed of all faculty members in the school who hold the rank of Professor.

The committee will select a Chair upon their first meeting. A faculty member may not serve on this committee in the same year that they serve as School Director or are on either the College Personnel Committee for Tenure/Tenure-Track Faculty or the University Promotion and Tenure Committee.

d. Career-Track Promotion Committee

A Career-Track Promotion Committee is appointed by the School Director and will be convened as required, such as when a career-track faculty member applies for promotion. This committee is composed of at least three faculty members in the school who hold the rank at or above the rank sought by the candidate. Career-track faculty reviewers are included whenever possible. Tenured faculty may serve when needed to ensure sufficient committee membership.

The committee will select a Chair upon their first meeting. A faculty member may not serve on this committee in the same year that they apply for promotion.

e. PhD Program Committee

The PhD Program Committee consists of all faculty members approved by ASU's Graduate College to chair, co-chair or be a member on a PhD committee. The committee typically convenes in the Spring semester to review candidates for admission to the School's PhD program and makes recommendations for financial support of PhD students.

f. Graduate Thesis and Dissertation Committee

The Graduate Thesis and Dissertation Committee consists of school faculty members approved by ASU's Graduate College to chair, co-chair or be a member on a master's and/or PhD committee.

Article 2 – Meetings

Section 2.01 Faculty Meetings

The School Faculty meets regularly during the academic year to conduct School governance business. Meetings are typically held once per month.

A quorum consists of more than one-half of the voting members of the School Faculty who are not on approved leave.

Section 2.02 Special Meetings

Special meetings of the School Faculty may be called by the Director or by written request of a majority of the voting School Faculty. The purpose of the meeting must be stated in the request.

Article 3. Personnel Policies

Section 3.01 Promotion and Tenure / Promotion / Probationary Status Policies

Promotion and tenure policies for tenure-track faculty and promotion policies for tenured faculty follow Arizona State University and Watts College policies and the School's approved promotion and tenure criteria.

Promotion of career-track faculty follows University and Watts College policies and the School's approved career-track promotion criteria.

Section 3.02 Annual Performance Evaluations

Annual performance evaluations are conducted by the School Director in accordance with University and College policies. Evaluations consider teaching, research or creative activity, and service relative to assigned workload.

The School Personnel Committee (hereafter Personnel Committee) advises the Director on evaluation procedures, the annual review process and personnel policies. The committee includes proportional representation from tenure-track/tenured and career-track faculty, with representation from all campuses and with the intent of representation from all program areas whenever possible.

Section 3.03 Hiring Faculty

Tenure-Track faculty appointments are made by the Provost upon recommendation of the Dean of Watts College. Career-track faculty appointments follow university guidelines regarding Provost approval.

The School Director serves as the hiring official and conducts searches in consultation with the School Faculty and the Dean.

Article 4. Curriculum

Section 4.01 Degrees and Curriculum

The School Faculty oversees curriculum and academic programs through the Undergraduate Curriculum Committee and Graduate Curriculum Committee.

These committees review course proposals, program modifications, and curriculum revisions and make recommendations to the School Faculty.

Article 5. Bylaws Revision and Ratification

Section 5.01 Amendments

Amendments to these bylaws require approval by a two-thirds vote of the School Faculty at a meeting where a quorum is present.

Approved amendments are forwarded to the Dean of Watts College and the Office of the Provost for review and approval before taking effect.

Section 5.02 Periodic Review

These bylaws will be reviewed by the School Faculty at least every **five years** to ensure continued alignment with university, college, and Arizona Board of Regents policies.