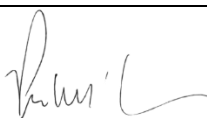


College/ Independent Unit	Barrett, The Honors College
Academic Unit/ Department, if any**	N/A
Choose document type (bylaws or criteria Document?): Bylaws	
If bylaws, does it include criteria for promotion/continuing status/tenure? No	
If yes, please concisely list the ranks included in the criteria (examples: tenure-faculty, career-track faculty, continuing-track academic professionals, fixed-term academic professionals, etc.):	

Unit and college approval

Date of approval by the faculty and/or academic professionals	09/02/2025
Date of review/consent by the dean (or lead of independent unit)*	09/02/2025

Provost office approval

	Patricia Friedrich	September 16, 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.

**ARIZONA STATE UNIVERSITY
BARRETT, THE HONORS COLLEGE
BYLAWS**

MISSION STATEMENT

We are a community of interdisciplinary scholars, caring mentors and committed faculty. We represent a powerful and unique combination of the special care and attention an honors student should expect in academics and mentoring from an excellent residential liberal arts college with the vast program choice and research mentoring resources of a vibrant research university. As members of the honors faculty, we are unwavering in our purpose: to promote and enable the very best education possible for intellectually-engaged students from Arizona, from the United States and from the world.

PREAMBLE

This document contains the bylaws of Barrett, The Honors College at Arizona State University and supersedes any previous documents addressing that purpose. These bylaws are binding upon members of the academic unit (ACD 111-02) once approved by University authorities. If members of the academic unit wish to deviate from procedures outlined in this document they must go through the amendatory procedures defined below in Article XI. To the extent these bylaws conflict with any ABOR or ASU policy, the ABOR or ASU policy shall prevail, with the remainder of this document remaining in force.

COMMITMENT TO INTELLECTUAL CURIOSITY AND COMPASSIONATE LEARNING

Barrett, the Honors College at Arizona State University is dedicated to fostering a learning environment rooted in inclusive excellence, reflecting ASU's charter to measure success not by whom we exclude, but by whom we include and how they succeed. Barrett is committed to cultivating a learner-centered environment that nurtures intellectual curiosity and advances the economic, social, cultural, and overall health of the communities we serve. This commitment is the foundation of the educational experience at Barrett: investigating different perspectives and challenging dominant paradigms. Our students compassionately and critically engage with the full spectrum of human ideas that situate us in our borderland communities and in the world. We aim to build an honors community that draws from the richness of our community members' knowledge, experiences, and identities to meet the challenges of the present and future.

ARTICLE I—NAME OF ORGANIZATION

The primary unit of faculty governance within Barrett, the Honors College (henceforth BHC) is the Barrett Faculty Assembly.

ARTICLE II—PURPOSE

The purpose of the Barrett Faculty Assembly is to provide an organizational vehicle for the faculty to share the responsibilities and obligations of governance and administration of the University, as provided for in the Conditions of Faculty Service (ABOR 6-201).

ARTICLE III – MEMBERSHIP

- Section 1. The Barrett Faculty Assembly includes, as voting members, all Honors Faculty and Honors Faculty Fellows across all Barrett campuses with the rank of Teaching Professor, Associate Teaching Professor, and Assistant Teaching Professor who are benefits-eligible with at least 50% appointment in the BHC (ACD 505-02).
- Section 2. Honors Faculty and Honors Faculty Fellows comprising Teaching Professors, Associate Teaching Professors, and Assistant Teaching Professors are the academic core of BHC. They provide interdisciplinary teaching through Barrett's signature seminars, mentor students in research and creative endeavors, and, in collaboration with the Dean, contribute to the college's governance and program development, ensuring alignment with the needs and goals of the BHC and its students.
- Section 3. At the discretion of the Faculty Chair, other members of the faculty including part-time faculty, adjunct faculty, emeriti faculty, visiting faculty, and year-to-year academic professionals may be invited to participate in discussion of issues before the Faculty Assembly. Such individuals will not vote on the issues under discussion.

ARTICLE IV – DUTIES OF THE CHAIR OF THE FACULTY ASSEMBLY

- Section 1. The Chair of the Faculty Assembly, which is also the Faculty Chair, shall prepare an agenda for all meetings of the Faculty Assembly and preside over these meetings.
- Section 2. The Chair of the Barrett Faculty Assembly shall be responsible for: notifying all members in advance of each meeting; keeping and disseminating the minutes of each meeting; and carrying out any additional duties formally assigned by the Barrett Faculty Assembly in accordance with its established procedures and guidelines or requested by the Dean.
- Section 3. The Chair of the Barrett Faculty Assembly shall call special faculty meetings according to the conditions specified in Article V, Section 3. In addition, the Office of the Dean may call a meeting of the Barrett Faculty Assembly as needed.
- Section 4. If the Chair of the Barrett Faculty Assembly cannot attend a scheduled meeting, the Associate Chair will preside over the meeting.

ARTICLE V – FACULTY ASSEMBLY MEETINGS

- Section 1. The regular Barrett Faculty Assembly meetings shall be held monthly beginning in September and ending in May.
- Section 2. The Barrett Faculty Assembly shall meet for its mandatory annual retreat within the week before the start of fall semester.

- Section 3. Notice of the time, place, and purpose of every regular or special meeting shall be given to each member of the faculty. Regular meetings require at least 5 working days notice before the meeting and special meetings require at least 1 working day notice.
- Section 4. The presence of a simple majority of the Barrett Faculty Assembly shall constitute a quorum.
- Section 5. The agenda of the meeting must include voting on acceptance of the minutes from the previous meeting.
- Section 6. Any member of the Barrett Faculty Assembly may have an item of business placed on the agenda by notifying the Faculty Chair prior to the distribution of the agenda.
- Section 7. Any action may be taken by a simple majority vote of the members at the meeting at which a quorum is present. This article establishes the default procedural rule for cases where these bylaws provide no alternative procedure and Robert's Rules are inapplicable (either by their terms or because the applicable portion(s) has been repealed by the faculty).
- Section 8. Voting shall be done by secret electronic or paper ballot.
- Section 9. All Honors Faculty and Honors Faculty Fellows are expected to attend all Barrett Faculty Assembly meetings as part of their service to the BHC.

ARTICLE VI—COMMITTEES

- Section 1. Committee work in BHC shall be carried out by both standing committees (listed below) and *Ad Hoc* committees (see Section 7):
- a. Faculty Personnel Committee
 - b. Faculty Curriculum Committee
 - c. Faculty Travel Programs Committee
 - d. Faculty Mentoring Program Committee
 - e. Promotion Committee
 - f. Community Dialogues Committee
 - g. Bylaws Committee
- Section 2. Membership on the Faculty Personnel Committee is limited to Honors Faculty Fellows who are non-probationary, have full-time status, and have successfully passed their three-year review. The Promotion Committee shall consist of all associate teaching professors and full teaching professors. All faculty members who have completed the Faculty Mentoring Program are eligible to serve on the Faculty Mentoring Program Committee. There are no restrictions on eligibility for service on the Faculty Curriculum Committee, Faculty Travel Programs Committee, Community Dialogues Committee, or Bylaws Committee.
- Section 3. The recommendations of the Standing Committees, and the subsequent recommendation of the Barrett Faculty Assembly to the Office of the Dean or the Dean's designee, carries the full weight of a deliberative decision made by the Barrett Faculty Assembly in accordance with their responsibilities for unit governance outlined in ACD 203-01 and in these bylaws.

- Section 4. Standing committees appoint subcommittees as they see fit.
- Section 5. The Faculty Chair, in consultation with individual faculty, assigns committee roles and service responsibilities for the coming academic year. Committee memberships and responsibilities shall align with the policies outlined in the BHC Handbook. While the Dean does not directly appoint faculty to committees, the Faculty Chair may consult with the Dean in making assignments.
- Section 6. The Chairs of all BHC committees, and all representatives to University Committees, shall report to the Barrett Faculty Assembly monthly during the academic year. Reports shall be made orally and by distribution of minutes and/or other relevant documents to all faculty members.
- Section 7. Ad hoc committees may be established by a vote of the Barrett Faculty Assembly or by the Office of the Dean of the BHC when the need arises. Ad hoc committees are dissolved upon the completion of their assigned task(s) and the delivery of any final report or recommendation to the Faculty Assembly or to the Dean of the BHC.

ARTICLE VII—DESCRIPTION AND DUTIES OF THE BHC FACULTY CHAIR AND ASSOCIATE FACULTY CHAIR

- Section 1. The Faculty Chair is appointed annually by the Office of the Dean, following a recommendation by the faculty. This recommendation is determined through a vote of all eligible members of the Barrett Faculty Assembly during a regular spring faculty meeting preceding the academic year in which the Faculty Chair will serve. Voting results, along with any evaluative reports summarizing the candidates' strengths and weaknesses, will be shared with the voting members of the Barrett Faculty Assembly and transmitted to the Office of the Dean for consideration, reflecting the principles outlined in ACD 111-01.
- In accordance with ACD 504, the term of the Faculty Chair is one year, renewable annually for up to three consecutive years without requiring a new vote. The Faculty Chair serves at the pleasure of the Dean and may run for re-election in subsequent years.
- Section 2. In accordance with ACD 102, the duties of the Faculty Chair of the BHC include, but are not limited to: reporting to the Office of the Dean with recommendations from all the faculty committees; overseeing scheduling of honors classes; evaluating faculty performance (see article IX, section 3); making recommendations to the Office of the Dean regarding merit raises, the quality of curriculum and the curriculum structure, and how to integrate with other academic units; and representing the BHC at appropriate university events.
- Section 3. The Faculty Chair nominates three candidates for the role of Associate Faculty Chair. The Faculty Assembly votes to select the Associate Faculty Chair, with the Faculty Chair casting the deciding vote in the event of a tie. The selected candidate will serve a one-

year term, renewable annually at the discretion of the Faculty Chair for the duration of the Faculty Chair's term. The vote to select the Associate Faculty Chair must occur within one month of the Faculty Chair's election.

- Section 4. Duties of Associate Faculty Chair of the BHC include but are not limited to: working with the administration in scheduling classes for each semester; keeping and disseminating the minutes of each meeting; attending regular meetings with the Faculty Chair and Office of the Dean; representing the BHC at appropriate university events.

ARTICLE VIII—APPOINTMENT OF PERSONNEL

- Section 1. The Office of the Dean of the BHC shall initiate the process of faculty or academic professional appointments in accordance with the procedures and policies outlined in ACD 505-06. The Faculty Chair consults with the Office of the Dean as to the parameters of the search and transmits this information to the faculty before the search committee is constituted.
- Section 2. The Barrett Faculty Assembly elects the Chair of the Search Committee by vote and submits their recommendation to the Office of the Dean for approval.
- Section 3. The Chair of the Search Committee must be an Honors Faculty or Honors Faculty Fellow who has previously served on a search committee. In accordance with ACD111-01 the Search Committee Chair must be appointed by the Faculty Chair and Office of the Dean.
- Section 4. At least 50% of the members of the Search Committee will be Honors Faculty and Honors Faculty Fellows. These members of the search committee will be elected by the Barrett Faculty Assembly.
- Section 5. Candidates invited to visit the BHC shall be interviewed formally by the Search Committee; a representative of the Office of the Dean, the Faculty Chair, and the general faculty. Candidates will be encouraged to meet with as many faculty members as possible.
- Section 6. After all candidates have visited, the Honors Faculty and Honors Faculty Fellows will meet with the Search Committee to discuss the strengths and weaknesses of the candidates. Prior to this meeting, individual Honors Faculty and Honors Faculty Fellows are encouraged to submit written comments about the strengths and weaknesses of the candidates to the Chair of Search Committee.
- Section 7. Following agreement by the Search Committee, the Chair of said committee shall send a report of the candidate's strengths and weaknesses to the Faculty Chair. The Faculty Chair will forward the committee's report, along with their own letter summarizing the candidate's strengths and weaknesses to the Office of the Dean for review and final decision.

ARTICLE IX—EVALUATION OF BHC FACULTY

- Section 1. Annual performance evaluations of the BHC faculty are conducted according to the procedures in the document “Annual Review Procedures.”
- Section 2. All probationary and non-probationary faculty are reviewed annually as specified in ACD 506-10 and the “Annual Review Guidelines.” The purpose of these reviews is to provide guidance on the individual's progress. The portfolio must be submitted to the Chair of the Faculty Personnel Committee.
- Section 3. The Faculty Personnel Committee evaluates the Honors Faculty and Honors Faculty Fellow’s teaching, contributions to the BHC, and professional development, and forwards its recommendations to the Faculty Chair, who uses the committee review to inform their own independent evaluation. If the Honors Faculty has an administrative assignment, the supervisor gives a written evaluation of that work to the Faculty Chair. The Faculty Chair writes the Honors Faculty and Honors Faculty Fellow’s annual review letter and provides the annual performance ratings. The Faculty Chair forwards their evaluation to the faculty member as well as to the Office of the Dean.
- Section 4. Appeals of annual performance ratings must be filed in accordance with ACD 506-10.

ARTICLE X—PROMOTION POLICIES

- Section 1. All evaluations for promotion to Associate Teaching Professor or Teaching Professor shall be conducted according to ACD 506-05 and the document “Promotion Criteria: containing *Criteria for Promotion from Assistant to Associate Teaching Professor*, and *Criteria for Promotion from Associate Teaching Professor to Teaching Professor* guidelines.
- Section 2. If promotion is denied, the Honors Faculty or Honors Faculty Fellow may apply again in a future cycle. The status of rolling multi-year contracts is not affected.

ARTICLE XI—ADOPTION AND AMENDMENT OF THE BYLAWS

- Section 1. These Bylaws will become effective upon approval by at least two-thirds of the Barrett Faculty Assembly in a secret ballot and upon approval by the Office of the Dean and the Provost.
- Section 2. Any member wishing to propose alteration, amendment, or adoption of Bylaws must provide at least one month’s written notice to all members prior to the meeting at which such changes will be considered.
- Section 3. The Bylaws may be altered, amended or repealed and new Bylaws may be voted on by a two-thirds majority of the Barrett Faculty Assembly present at meetings in which it was clearly stated in advance that Bylaws would be discussed and at which there is a quorum.

ARTICLE XII—PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the BHC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules the BHC may adopt.