

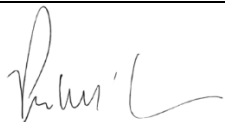


College/ Independent Unit	College of Integrative Sciences and Arts
Academic Unit/ Department, if any**	
Choose document type (bylaws or criteria Document?): Bylaws	
If bylaws, does it include criteria for promotion/continuing status/tenure? No	
Please concisely list the ranks included in the criteria (if relevant). Examples: tenure-track faculty, career-track faculty, continuing-track academic professionals, fixed-term academic professionals, etc. If career-track faculty, please indicate which group(s) (e.g. teaching, clinical, research, instructor)	

Unit and college approval

Date of approval by the faculty and/or academic professionals	May 7, 2025
Date of review by the dean (or lead of independent unit)*	June 11, 2025

Provost office approval

	Patricia Friedrich	7/16/2025
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.

BYLAWS

College of Integrative Sciences and Arts

BYLAWS OF THE COLLEGE OF INTEGRATIVE SCIENCES AND ARTS

PREAMBLE: These Bylaws describe the structure and processes by which the College of Integrative Sciences and Arts (hereafter CISA) at Arizona State University (ASU) carries out the responsibilities and privileges entrusted to it.

ARTICLE I. College Structure and Administration

CISA is led through principles and practices of shared governance by the College Assembly, the College Dean, and the School Directors. CISA consists of the following schools: School of Applied Professional Studies, School of Applied Sciences and Arts, and School of Counseling and Counseling Psychology, as well as the Office for Veteran and Military Academic Engagement (OVMAE). Each School must have additional governing documents that describe its operations. OVMAE's operations will be governed by these bylaws and CISA's Policies and Procedures.

- A. College Dean:** In accordance with ACD 102, the Dean of CISA is the chief [academic officer](#) responsible for the execution of university policies and for the overall leadership and management of the College, in consultation with the faculty and staff through discussion and other participatory procedures.
- B. Vice, Assistant, Associate Deans:** The Dean of the College, in consultation with the Provost, may appoint Vice, Assistant and Associate Deans and other administrative positions to facilitate the implementation of college operations. Vice, Assistant and Associate Deans will report to the Dean of the College and be evaluated based on their enumerated duties in their appointment documents.
- C. School Directors:** Each of the CISA Schools will have a School Director. The duties of School Directors are outlined in ACD 102. School Directors are officially appointed by the Dean with input from school faculty per ACD 111-01. Like all administrative officers, School Directors serve one-year administrative appointments per ACD 504. In making decisions on the reappointments of School Directors, the Dean shall seek faculty feedback at least every other year, provided through the evaluation of academic administrators required by ACD 111-03.
- D. The College Academic Assembly and College Assembly Council (CAC):** The College Academic Assembly (hereafter the Assembly or College Assembly) is comprised of the faculty of the College. The Council (hereafter the CAC) is the executive board of the Assembly.

ARTICLE II. Organization of the Assembly

Shared governance establishes the ethos and the structures that enable divergent ideas to be placed on the table, debated for their merits, shaped for the larger good of the college community, and put to use in a timely manner. Shared governance is the keystone that enables the Assembly and the administrative leadership to sustain and advance the College's mission, effectiveness, and reputation. Accordingly, the Assembly has the capacity to enact policies and procedures effective

within their own sphere of action and according to processes defined by their governing documents and policies.

- A. Rights and Privileges of the Assembly:** CISA's Academic Assembly is the College's [faculty](#) governing body. The Assembly adheres to the policies of governance from the Arizona Board of Regents (ABOR), especially as outlined in ABOR Policy 6-201, the ACD, particularly ACD 203-1, and the CISA Bylaws and the Policy and Procedures Manual. Specifically, the Assembly shall have the ability to:
 - 1. recommend such educational, curricular, and personnel policies as fall within the purview of CISA.
 - 2. propose actions, rules, regulations, and bylaws to promote policies appropriate to fulfilling the mission and objectives of the college.
 - 3. receive, consider, and vote upon reports and recommendations of its standing committees and such ad hoc committees as may be appointed.
- B. Meetings of the Assembly:** The Assembly shall meet to deliberate and make recommendations related to the mission of CISA.
 - 1. The Assembly shall meet at least twice each semester during the academic year.
 - 2. The Chair of the Assembly shall call the Assembly into session at the first meeting of each semester.
 - 3. The Dean shall report on the state of the college once per semester.
 - 4. College committees shall report to the Assembly at least once per semester but are invited to report more frequently as necessary. That invitation shall be included in each agenda.
 - 5. Any agenda item submitted by a member of the Assembly ten days prior to the Assembly meeting shall be considered for inclusion by the CAC.
 - 6. Notice of regular or special meetings of the Assembly shall be provided via email to members of the Assembly at least five working days in advance of the meeting. The notice will include the time, place, and purpose of the meeting, and an agenda of any motions eligible for consideration.
 - 7. With a notice of seven calendar days, a special meeting of the Assembly may be called when classes are in session by either (1) the request of the CAC, (2) the request of the Dean, or (3) the request of a petition signed by at least 10 percent of the voting members. Such requests shall state explicitly the purpose of the special meeting, which shall be limited to that subject.
- C. Membership and Voting Rights**
 - 1. All faculty and academic professionals (see ACD 002) regardless of track or rank, with at least 50% FTE appointment [in CISA](#), are members of the College Academic Assembly.
 - 2. All members of the Assembly are eligible to vote except for the College Dean, the College Vice Dean, and each School Director.
- D. Conduct of Assembly Meetings**
 - 1. All meetings shall provide options for the synchronous virtual participation of members.

2. Unless a quorum is called, a majority of those present and voting at regular and special sessions of the Assembly shall be sufficient for the adoption of all measures, except as provided elsewhere in these bylaws.
 3. A quorum shall consist of at least one-third of the college's voting members.
- E. **Officers:** The Assembly will be led by the CAC, which will consist of two representatives elected from each school. The Chair, a Secretary, and a Parliamentarian will be selected from these representatives annually. The Chair and the Parliamentarian will be elected by the Assembly (see III.E.5 and III.E.6). The Secretary will be elected by the CAC.
1. The CAC shall have general supervision of the affairs of the Assembly between its business meetings, fix the hour and place of meetings, make recommendations to the Assembly, initiate and stimulate the study of matters of concern to the college, and perform such other duties as necessary, as specified in the Bylaws. A motion and vote of any two members of the CAC shall be sufficient to place an item on the agenda. The CAC shall be subject to the orders of the Assembly, and none of its acts shall conflict with action taken by the Assembly.
 2. The Chair shall schedule monthly meetings of the CAC during the academic year and special meetings as needed. Two members of the CAC may also call a special meeting. All meetings shall provide for remote, electronic participation of members. Half of the CAC membership shall constitute a quorum, with the condition that at least one representative from each school is present. The CAC shall keep minutes of its meetings and make such minutes available to the Assembly within two weeks.
 3. Any voting member of the Assembly as defined above is eligible to run for the CAC. Members of the CAC will be elected to three-year staggered terms by their respective schools with elections for the next academic year's expiring terms to take place by March 15. If a school elects both of its representatives in the same year, the representative with the most votes will serve a three-year term, and the representative with the second-most votes will serve a two-year term to ensure some staggering of terms.
 4. CAC members on continuous leave shall be temporarily replaced by appointment or election as specified in CISA Policy and Procedures.
 5. Chair of the Assembly
 - a) shall be elected for the next academic year from among the CAC representatives by the members of the Assembly by April 15;
 - b) shall take office on May 15 of the year elected and serve one full year;
 - c) shall receive College support as necessary to fulfil the Assembly's functions and duties;
 - d) shall have the following duties:
 - (1) conduct meetings of the Assembly
 - (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 deemed necessary

- (5) in coordination with the Secretary, conduct votes and supervise elections of the Assembly
 - e) Other members of the CAC shall assist the Chair with these duties.
 - f) In the event that the Chair is unable to perform these duties, the Secretary shall call for the election of a new Chair. Until such time that a new Chair is elected, the Parliamentarian will serve as Interim Chair.
- 6. Parliamentarian**
- a) shall be elected from among the CAC representatives annually by the members of the Assembly at the same election and for the same term of office as the Chair;
 - b) shall be responsible for offering interpretations of these bylaws.
- 7. Secretary**
- a) shall be elected annually from among the CAC representatives by the members of the CAC;
 - b) shall prepare the minutes and distribute them to the CAC;
 - c) shall maintain a record of attendance at all meetings;
 - d) shall proofread and circulate the minutes of the Assembly meetings;
 - e) shall maintain a permanent file of the above listed items, **excluding** confidential personnel information, that is accessible by CAC members;
 - f) shall be responsible for emergency Chair vacancy elections.

F. Balloting

- 1. Responsibilities of Chair:** The Chair of the Assembly shall be responsible for reporting committee vacancies, distributing requests for nominations, supervising the voting process, and reporting the results of all balloting to the college faculty.
- 2. Annual Designation of Committee Positions and Vacancies:** At the beginning of each academic year, the Chair shall distribute a list of college committees that identifies committee members, their terms of service, and the committees' responsibilities.
- 3. Voting Procedures for College-wide Candidate Elections**
 - a) The Chair shall allow at least five working days for the submission of nominations.
 - b) The request for nominations shall include a description of the position's responsibilities (if new), term length, and the name of the current College representative.
 - c) The Chair, in coordination with the CAC, shall verify that nominees are voting members of the Assembly as defined in II.C, above.
 - d) Shall allow at least five working days for the return of ballots.
 - e) All balloting is confidential, and carried out under the direction of the Secretary.
 - f) Elections shall be determined by a plurality of votes cast.
 - g) All vacancies by resignation or for other reasons shall be filled by election within one month.

4. Voting Procedures at Assembly Meetings
 - a) Business at Assembly meetings shall operate according to the current edition of *Robert's Rules of Order*, unless otherwise specified in these bylaws, and require a quorum (defined in Article III.D.3) if quorum is called.
 - b) Motions may be placed on the agenda by the CAC, by a majority vote of a college committee, or by petition of ten members of the Assembly.
 - c) Motions receive a first reading at one meeting and are eligible at the subsequent meeting for a second reading, first and second motion, discussion, and a synchronous vote at the meeting. 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 if a quorum is present and if it receives the approval for action by at least two-thirds of the members present.
 - d) The procedures for amending bylaws are stipulated in Article IV, and the procedures for amending policies and procedures are stipulated in Article V.
5. College Support: To enable the fulfillment of these duties and processes, the office of the Dean shall provide the CAC with the information necessary to determine the Assembly membership, to communicate with those members, and to operate elections.

Article III. CISA Committees

Committees exist to advance essential functions of the College more effectively and through inclusion of stakeholders. A committee is formed whenever a selection of faculty is appointed or elected to complete such tasks or make such recommendations.

A. CISA Standing Committees

1. **The Tenure Track Faculty Personnel Committee** consists of elected tenured Faculty Members with voting privileges in the College. It serves as the college-level committee of review and for making recommendations concerning all personnel matters involving tenure-track faculty, including tenure and promotion or other academic personnel matters required by the ACD or policies approved by the Office of the Provost. Voting on promotion cases is restricted to committee members holding rank at or above the rank of promotion being sought. See CISA PP 170-01.
2. **Career-Track Faculty Personnel Committee** shall be responsible for reviewing the files and making recommendations of all career faculty promotion candidates and other academic personnel matters required by the ACD or policies approved by the Office of the Provost. Voting on promotion cases is restricted to committee members holding rank at above the rank of promotion being sought. See CISA PP 170-02.

3. **Curriculum Committee** shall be responsible for reviewing and making recommendations to the Dean and/or Assembly concerning the following:
 - a) program-level changes to be processed through the university curriculum process;
 - b) CISA degree requirements. See CISA PP 170-03.
4. **Academic Standards Committee** shall be responsible for reviewing and making recommendations concerning the following:
 - a) undergraduate student petitions that concern university and college-wide academic requirements;
 - b) grade appeals that were not resolved at school level;
 - c) academic integrity Issues. See CISA PP 170-04.
5. **Inclusion Committee** is comprised of students, faculty, and staff in the College. This committee assists in the creation and promotion of inclusive excellence initiatives and programs that advance the University Charter. See CISA PP 170-05.
6. **Awards Committee** shall be responsible for the oversight, creation, and evaluation processes for making recommendations regarding awards for college faculty, staff, and students. See CISA PP 170-06.
7. **Committee of Review** shall hear complaints from members of the College Assembly and assist in resolving all grievable personnel and policy matters within the purview of the College, including performance evaluations. The committee shall attend to situations for which no regular channels of appeal procedure exist or only after all normal appeal procedures in the originating unit have been exhausted. The committee shall use non-adversarial fact-finding procedures and shall report its findings and recommendations to the Dean and the affected faculty members. See ACD 509-02. See CISA PP 170-07.

B. Membership and Operations of Standing Committees

1. Committee members shall be elected within each school. All committees must include at least one representative from each school. Unless an alternate composition is specified in the Bylaws (inclusive of the College Policy and Procedures), standing committees shall be composed of two representatives from each School serving three year-staggered terms.
2. Each committee shall elect its own chair.
3. Each committee shall be administered according to policies established in the College Policies and Procedures.
4. Associate Deans, School Directors, and faculty otherwise ineligible to vote in the Assembly (See II.C above) may not serve on personnel committees or the Committee of Review.
5. Members of the Tenure-Track Faculty Personnel Committee must be tenured faculty members in CISA.
6. If a school elects both of its representatives in the same year, the representative with the most votes will serve a three-year term, and the

representative with the second-most votes will serve a two-year term to ensure some staggering of terms.

7. Faculty members on approved, continuous leave shall be temporarily replaced by election (see Article III F.3). G). Committee members on leave should indicate to the committee chair as soon as possible whether, upon their return, they intend to serve out the balance of their term.
 8. If a committee member is habitually nonresponsive and/or unavailable, that committee member's position may be determined to be de facto vacant by a majority vote of the committee members. A new committee member shall be elected by the school that is missing a representative.
 9. Each committee shall report at least once each semester to the Assembly. Each committee shall have standing rules to ensure that no confidential information is included in such reports. Any proposal advanced by committee to the Assembly shall, upon receipt by the Assembly, be placed on the agenda for the next Assembly meeting.
 10. The chair of each committee shall submit an annual written report to the Assembly and the Dean no later than May 1st. The Chair and Secretary of the Assembly shall maintain a file of these reports, accessible to Assembly members.
 11. Committee memberships shall be filled by April 15 for the following academic year. Current committee chairs shall convene meetings of these representatives by May 1 for the purpose of electing a chair for the following academic year.
- c. **CISA Ad Hoc Committees:** Ad hoc committees may be created at the initiative of either the Dean or the Assembly.
1. The Dean may create ad hoc hiring committees by submitting a charging document to the CAC. The Dean may also confer with the Assembly for the formation of committees related to any matters not reasonably under the purview of an existing committee. At least one half of the committee membership will be elected to one-year terms. At the Dean's discretion, the remainder of the committee may be elected by the schools, elected by the Assembly, or appointed by the Dean, and it may include staff and administrators. Equal numbers of representatives will be elected from each school except when the purpose of the committee requires an alternative composition. The committee elects its chair. The Dean shall define the duration of the committee charge, a time of no more than two years.
 2. The faculty may initiate the creation of an ad hoc committee related to any matters not reasonably under the purview of an existing committee whenever ten Assembly members with representatives of two or more schools (including representatives who serve on the CAC) deem it necessary or useful to work together. Representatives from two schools may petition the Assembly with a proposed charge. The proposal must define the duration of the committee charge, a time of no more than two years, the scope of work, and whether the committee would submit its recommendations to the Assembly, to the Dean, or

to both. The petitioners must supply a motion to the CAC that shall be placed on the agenda of the next Assembly meeting. If the Assembly considers the proposal potentially useful to the College, they will call for participation from the remaining school. There must be at least one elected voting member from each school. The committee shall elect its own chair.

3. Operations of ad hoc committees
 - a) Each ad hoc committee chair shall offer a brief verbal report at least once each semester to the Assembly and shall be available to answer questions from the Assembly.
 - b) Each ad hoc committee chair shall submit an annual written report to the Assembly no later than May 1st.
 - c) The Chair of the Assembly shall place these reports in the permanent file accessible to Assembly members.

ARTICLE IV Process of Amending Bylaws

The process of amending these College Bylaws shall be as follows:

- A. Changes in the College Bylaws must be initiated in one of three ways: (i) by a petition signed by a minimum of ten percent of Assembly members, (ii) by a proposal by a college committee, or (iii) by a proposal by the Dean. A petition or proposal submitted to the Chair of the Assembly at least ten days prior to an Assembly meeting shall be placed on the Agenda for that next meeting.
- B. The Chair of the Assembly shall circulate the petition or proposal to the College Assembly at least five days prior to the Assembly meeting at which it will receive a first reading. At the subsequent Assembly meeting(s), the proposal may be discussed, amended, and voted upon. Such votes require a two-thirds majority vote of Assembly members present and require a quorum. Amendments to the bylaws cannot be proposed and voted on in the same meeting.
- C. At a meeting of the second reading, a motion may be considered to put the amendment to an Assembly-wide asynchronous vote. The motion requires a quorum present, and the support of a simple majority of members at the Assembly meeting.
 1. If the Assembly approves an asynchronous ballot, the Chair shall circulate ballots within two business days and allow ten days for the return of ballots.
 2. Amendments to the Bylaws require that at least one-half of all Assembly members respond within the ten days, and at least two-thirds of those responding approve.
- D. Upon passage bylaw amendments shall be submitted to the Dean for review and to the Office of the Provost for approval, as per ACD 111-02.

ARTICLE V. College Policies and Procedures

The phrase “Policy and Procedures” or “Policy and Procedure Manual,” or “CISA-PP” refers to the permanent, current standing rules of the College, included in the numeric sections 000-10000 that serve as the implementing standing rules integral to these bylaws. The process of amending College Policies and Procedures shall be as follows:

- A. College Policies and Procedures represent the standing rules of the college which include policies and procedures related to tenure, promotion, annual performance review, and all other standing rules necessary for the just and efficient governance and function of the College.
- B. Changes in the College Policies and Procedures must be initiated in one of three ways: (i) by a petition signed by a minimum of ten percent of Assembly members, (ii) by a proposal by a college committee, or (iii) by a proposal by the Dean. A petition or proposal submitted to the Chair of the Assembly at least ten days prior to an Assembly meeting shall be placed on the agenda for that next meeting.
- C. The Chair of the Assembly shall circulate the petition or proposal to the College Assembly at least five days prior to the Assembly meeting at which it is to receive a first reading. At the subsequent Assembly meeting(s), the proposal may be discussed, amended, and voted upon. Such votes require a majority vote under quorum of Assembly members present.
- D. At a meeting of the second reading, a motion may be considered to put the amendment to an Assembly-wide asynchronous vote. The motion requires a quorum present, and the support of a simple majority of members at the Assembly meeting.
- E. If the Assembly approves an asynchronous ballot, the Chair of the Assembly shall circulate ballots within two business days and allow ten days for the return of ballots.
- F. Amending College Policies and Procedures by electronic vote requires a simple majority of all votes cast, with at least half of the voting members participating.

ARTICLE VI Clarification, Higher Authority, Variances

- A. **Higher-level authority** CISA's governing documents are binding upon current and future administrative officers and members of the College (See ACD 111-02) and are founded in the ABOR Policy Manual and the ACD. In cases of conflict between the established CISA policies and the aforementioned documents, or between these Bylaws and applicable federal, state, county, or municipal law, the authority of the higher-level documents shall prevail.
- B. **Severability** These bylaws are intended to be consistent with the aforementioned documents. If a portion of the governing documents is found to be in conflict with the higher-level documents, the smallest possible portion shall be severed, and the rest shall remain in force. In all cases of conflict, the College Assembly is responsible for proposing changes that would bring the College into compliance with higher-level authority and shall do so following the procedures outlined in Articles IV and V above.
- C. **Variances and the Committee of Review** Inherent in shared governance is the obligation to respectfully address conflicts that may arise in the interpretation or application of policy. If a faculty member of the College feels that an administrative action or decision is unfair or does not follow established policies or procedures, that faculty member has the right to a fair dispute resolution process. CISA Policies and Procedures shall outline policy for informal mediation and formal grievance procedures that allow faculty members, individually or in groups, to identify the relevant policies and procedures and present the issue to the Committee of Review. The Committee of Review shall make

recommendations to appropriate authorities, representatives, or bodies such as university ombudspersons, administration, and/or grievance committees. Faculty are reminded that per ACD 509-02, not all decisions, policy and personnel matters, are grievable; it is important that this committee does not extend beyond an appropriate scope of work

- D. **Variances and the College Assembly.** If the Assembly receives a referral of a variance from the Committee of Review, the question shall be placed on the subsequent College Assembly agenda(s) until the issue has been voted on or otherwise resolved (See ACD 111-02.) A majority of the members voting at a College Assembly meeting shall be sufficient to form an Ad Hoc committee to recommend a resolution to the variance or conflict, either through amendment of the offending policy pursuant to Article IV, V above or through other measures approved through a vote. Such committees can take action according to ACD 509-02, whereby a complaint may be brought to the University Governance Grievance Committee in accord with University grievance policies and procedures. If the governance variance occurs between the Spring and Fall semesters and a timely response is required, the CAC may, upon notice of the Faculty, act in lieu of the College Assembly until such time that an Assembly session can be called.