




<b>College/ Independent Unit</b>	New College of Interdisciplinary Arts and Sciences
<b>Academic Unit/ Department, if any**</b>	School of Interdisciplinary Forensics
<b>Choose document type</b> (bylaws or criteria Document?): Operational Bylaws	
<b>If bylaws, does it include criteria for promotion/continuing status/tenure?</b> No	
<b>Please concisely list the ranks included in the criteria (if relevant).</b>	

**Unit and college approval**

<b>Date of approval by the faculty and/or academic professionals</b>	2/2/2026
<b>Date of review by the dean (or lead of independent unit)*</b>	2/5/2026

**Provost office approval**

	Patricia Friedrich	February 9, 2026
<b>Signature</b>	<b>Name</b>	<b>Date</b>

\* 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.

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OPERATIONAL BYLAWS OF THE  
SCHOOL OF INTERDISCIPLINARY FORENSICS  
New College of Interdisciplinary Arts and Sciences  
Arizona State University

**I. General Provisions**

**A. Preamble**

1. Name

The academic unit governed by these bylaws is the School of Interdisciplinary Forensics (SIF) in the New College of Interdisciplinary Arts and Sciences (NCIAS) at Arizona State University (ASU). SIF is composed of faculty united by their shared focus on applying their scientific and technical knowledge and skills to address broadly defined legal issues.

2. Programs and Affiliations

SIF offers degree programs and courses designed to meet the needs of undergraduate and graduate students at ASU who seek to learn about how technology and science (including, but not limited to, the natural, behavioral, social, and computer sciences) interact with law, legal systems, and legal issues.

a. In consultation with the School Director, SIF faculty may organize into programs that are defined by one or more closely related academic disciplines.

b. Faculty who have their academic home within SIF may affiliate with academic programs in other academic units based on their education, research, or teaching.

3. Mission and Vision

a. The mission of SIF is to apply science to improve the legal system and protect people and society. We bring together the broadest and deepest bench of expertise to produce groundbreaking and impactful research, innovate systems, and prepare students with the tools, knowledge, and collaborative initiative needed to address our most complex judicial cases and processes.

b. Our vision is to shape a justice system informed by scientific evidence, where investigative and legal processes reflect empirically supported best practices and all people receive fair treatment. While upholding our value of inclusivity, we aim to cultivate generations of researchers, scientists, professionals, and technicians equipped to move the legal system toward that vision.

c. SIF's mission and vision are properly viewed as specific expressions of the broader goals of NCIAAS and ASU as stated in the ASU Charter: "ASU is a comprehensive public research university, measured not by whom it excludes, but by whom it includes and how they succeed;

advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.”

## **B. Definitions**

### **1. School Membership**

The membership of SIF includes all School faculty as defined in the next section, as well as all persons on teaching or research appointments identified in their letters of appointment as any of the following: Postdoctoral Fellow, Instructional Professional, Assistant Instructional Professional, Academic Professional, Administrative Staff, Teaching Assistant, Course Assistant, Faculty Associate, Graduate Teaching (or Research) Assistant, Research Assistant or Associate, Research Faculty, Emeritus Faculty, Visiting Faculty, or Adjunct Faculty.

### **2. School Faculty**

- a. The School Faculty is the governing body of SIF. Its membership includes all persons in full or partial appointments to tenured or tenure-eligible (T/TE) faculty positions in the School identified in their letters of appointment as a Regents Professor, President’s Professor, Foundation Professor, Professor, Associate Professor, or Assistant Professor; and all benefits-eligible career-track faculty (CT) faculty in the School identified in their letters of appointment as a Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Research Professor, Research Associate Professor, Research Assistant Professor, Professor of Practice, Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor, Principal Instructor, Senior Instructor, or Instructor. Voting eligibility is found in Section II.B.
- b. Please refer to the Academic Affairs Manual, ACD 505–02: Faculty Membership, Appointment Categories, Ranks, and Titles (<https://www.asu.edu/aad/manuals/acd/acd505-02.html>), for definitions regarding tenured, tenure-eligible, and career-track faculty.

## **C. Relation to College, University, and Board of Regents**

If any policy or procedure in these bylaws should be found to conflict with policies or procedures of (a) the NCIAS, (b) Arizona State University, or (c) the Arizona Board of Regents, the policies and procedures of the latter three bodies shall take precedence.

## **D. Responsibilities of the Faculty**

1. All members of the School share the responsibility for its success.
2. SIF encourages its T/TE faculty members to achieve a healthy balance in their commitments to teaching, research, and service, all of which are viewed as integral and necessary parts of the University’s Charter and the School’s mission.
3. SIF encourages its CT faculty members to achieve a healthy balance in their commitments to teaching and service, all of which are viewed as integral and necessary parts of the University’s Charter and the School’s mission.

4. In general, the School Faculty advises the School Director, who, in turn, recommends to the Dean on matters of policy, personnel, and curricula.
5. School Faculty share in the responsibilities outlined in Bylaw I, Section F and its subparts, as well as applicable provisions of Bylaw III.
6. The NCIAS bylaws noted that the faculty will provide feedback to the Dean in April of each year, as part of the Director's annual review process. All School faculty are eligible to provide this feedback using the assessment instrument provided by the Dean's Office. As the NCIAS bylaws indicate, the School faculty may adopt other forms of review, with approval of the Dean's Office.

#### **E. Responsibilities of the School Director**

1. The School Director is responsible for the efficient execution of university policies and overall leadership of the unit, but shares this responsibility with members of the faculty and staff through consultation, committee structures and responsibilities, and other democratic procedures. Recommendations made by the faculty and staff are advisory to the Director, who is ultimately responsible for the successful management of the School.
2. The Director is appointed by the Provost on the recommendation of the NCIAS Dean and with the advice of the School Faculty. They serve at the discretion of the Dean and the Provost.
3. The general responsibilities of the Director are outlined in ACD 102, and additional responsibilities are outlined in Article III of the NCIAS bylaws. More specific school responsibilities include:
  - a. Serving as an advocate of the faculty.
  - b. Critically reviewing the School objectives, programs, and priorities on an ongoing basis.
  - c. Assigning or approving faculty members' teaching, service duties, and research activities.
  - d. Appointing faculty to committees and offices, except as prescribed in these bylaws.
  - e. Recommending faculty for service on non-elected college and university committees.
  - f. Reviewing annually in writing and discussion the academic performance of all faculty members and academic professionals. In such reviews, the School Director will report their evaluation as well as the Personnel Committee's evaluation of each faculty member's research, teaching, and service, and then explain if their evaluation is different from the Personnel Committee's evaluation.
  - g. Recommending merit, equity, and market salary adjustments for faculty and staff.

- h. Recruiting, hiring, developing, and evaluating the School's staff.
  - i. Ensuring the efficient use of School resources, including administrative assistance, computer resources, travel budgets, research funds, and research and teaching assistants.
  - j. Keeping faculty informed of developments and issues likely to affect their academic welfare.
4. With the Dean's approval, the Director may appoint one or more SIF faculty members as Associate Director(s) to assist with the administration and leadership of administrative duties at SIF.

## **F. Other School Leadership Positions**

- 1. Program Directors or Leads
  - a. Subject to the restrictions in Bylaw I, Section F.1(c), the School Director may appoint a School Faculty member, as defined in Bylaw I, Section B.2, to serve as the director or lead of any graduate or undergraduate degree programs offered by the School.
  - b. If a program director or lead is to be on leave for either one semester or two consecutive semesters, an interim replacement may be appointed to serve in the position for those one or two semesters. If, however, an individual is to be on leave for more than two semesters, a replacement will be appointed who does not serve on an interim basis.
  - c. Any faculty member appointed to serve as the director of a graduate program must be a faculty member in SIF or a related academic unit and hold a degree at or above the program level.

### **2. Special Initiatives**

Nothing in this bylaw shall be construed as preventing the School Director from appointing qualified personnel to lead special initiatives, including, but not limited to, serving as liaisons or coordinating recruitment efforts, community outreach, internships, course development, labs, or similar responsibilities that advance SIF's mission.

## **G. Faculty Resolutions**

- 1. The term "faculty resolutions" applies to all actions taken by eligible School faculty. They may be introduced either by a committee (see Bylaw III, Section B) or by petition of any four members of the School faculty.
- 2. Upon adoption by the School faculty in accordance with the provisions of Bylaw II, and upon approval of the School Director, resolutions shall become official policy of the School.
- 3. All resolutions shall take effect immediately upon approval of the School Director, unless (a) specified otherwise, (b) they involve matters outside the School, or (c) if other levels of approval are required.

## II. Meetings and Voting

### A. Meetings

1. The School Director calls and conducts a faculty meeting at least once a semester. Unless specified by the Director that the meeting is a meeting solely for School Faculty or a portion thereof, all School Faculty and postdoctoral fellows are invited to attend SIF meetings. All School faculty members are expected to attend all SIF meetings. A faculty member anticipating being absent from a meeting will inform the Director as far in advance of the meeting as possible.
2. Although all members of the School may submit items to the Director for possible placement on the agenda, the School Director must place an item on the agenda if they receive a request in writing signed by four or more of the members of the School Faculty.
3. Except in an emergency, the Director will announce meetings at least one week in advance and distribute a preliminary agenda at least 48 hours in advance of the meeting time. Both the meeting announcement and the agenda will be distributed via email.
4. The School Director will conduct the meetings according to the general principles espoused in the *Atwood's Rules for Meetings* (a simplified version of *Robert's Rules of Order*), with one notable exception: to preserve the voice of those in the minority, initial votes shall be conducted according to the provisions in *Martha's Rules of Order* specified in subsection C of this bylaw.

### B. Voting Privileges

1. All benefits-eligible faculty are eligible to vote on all matters that come before SIF with the exception of those listed in 3(a)-3(c). However, they must be present to participate in the deliberations (or do so by phone, videoconference, or similar technology). Faculty Associates and other non-benefits-eligible faculty may participate in discussions but are not eligible to vote. SIF 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.
2. The School Director does not have voting privileges other than to break a tie.
3. Only T/TE SIF faculty members (other than the Director) shall have voting privileges on any of the following matters:
  - a. any personnel actions involving a T/TE faculty member, including, but not limited to, any votes concerning probation, tenure, and promotion;
  - b. the adoption, repeal, or amendment of bylaws or policies pertaining to the criteria for the annual review, probation, tenure, or promotion of T/TE faculty members;
  - c. the curriculum of any Ph.D. degree offered by SIF, including, but not limited to, degree requirements and doctoral course offerings. This provision, however, does not apply to any applied/professional doctorates that SIF may develop and offer.

4. With the exception of the provision in subsection B.5 of this Bylaw, School Faculty members on either paid or unpaid leave do not have voting rights in the School while they are on leave.
5. School Faculty members on serving as administrators elsewhere in the University are not expected to attend faculty meetings while on such assignments, but they may do so at their discretion and exercise voting rights on matters decided within the meetings during which they are present, either in person or virtually.

### **C. Voting Process Procedure**

1. Quorum

A quorum is one-half plus one of the members of the eligible School Faculty.

2. Proxy Voting

Proxy votes from people who are not present, either in person or electronically, for the discussion preceding a vote are not permitted.

3. Advance Notice

Votes planned for any old business or faculty resolutions must be indicated on a meeting agenda. Votes on any new business may be conducted if a quorum is present and most eligible voting faculty vote to call the question.

4. Initial “Sense Votes” Under *Martha’s Rules of Order*

Minor items, such as agenda modifications and acceptance of reports, usually only require brief discussion, if any, and approval by consensus. However, votes on bylaws, policies, resolutions, personnel recommendations, and other substantive matters on which reasonable disagreements might be expected should not be conducted in that manner. Rather, such matters should first be subject to a “sense vote.” A sense vote aims to discover how the group feels about a proposal. The person chairing the meeting states the proposal to be voted upon and then takes a sense vote using the following procedures:

- a. Thumb Voting

- 1) Who likes the proposal? (vote with “thumb up”);
- 2) Who can live with the proposal? (vote with “horizontal/sideways thumb”); and
- 3) Who is uncomfortable with the proposal? (vote with “thumb down”).

- b. Sense Vote Outcomes

- 1) If all persons vote “thumbs up” or “thumbs horizontal,” indicating that all persons either support or can live with the proposal, then the item proceeds to a formal, binding vote.
- 2) If all persons vote “thumbs down,” the item is not passed.

- 3) Suppose there is a substantial number of “thumbs horizontal” and “thumbs down” votes. In that case, discussion continues, guided by the person chairing the meeting, for a finite period of time, typically 10 to 15 minutes unless extended by the person chairing the meeting or a simple majority vote. Discussion starts with the members who are not fully supportive of the proposal under discussion in its current form.
  - 4) If continued discussion fails to produce a proposal supported by a majority of the eligible voting faculty, then amendments may be proposed, discussed, and subject to a new sense vote; or, alternatively, the item may be referred to an appropriate standing or ad hoc committee for reworking and presentation at a subsequent meeting.
5. Formal Votes
- a. After good faith attempts to build consensus, the person chairing the meeting may conduct a final vote, asking those present, “Should we implement this decision over the stated objections of those in the minority?”
  - b. Depending on the matter at hand, voting may be by thumb voting or by secret ballot. Any voting member requesting that a secret ballot be used for a particular issue shall have that request honored.
  - c. Procedures for ballot votes must ensure anonymity and safeguard against double voting. Paper ballots are acceptable, but electronic ballots are preferred. The results will be counted by a two-person tellers committee consisting of the person chairing the meeting and an eligible voting faculty member appointed by the School Director. Once the tellers have concluded their count, the results will be announced to the faculty. The ballots will be destroyed within two weeks of the announcement of the vote.
  - d. For a motion on a binary-choice matter to pass, it must receive a simple majority—one vote greater than half (50%) of the votes cast.
  - e. For a motion on a matter with three or more choices to pass, ranked-choice voting will occur with votes counted according to the Hare system until one choice receives greater than 50% of the votes.

### **III. Committees**

#### **A. Process for Standing Committees**

1. Before the end of the Spring semester during each academic year, the Director and Associate Director(s) will oversee and certify the results of all elections of faculty members to the

Personnel Committee, the Bylaws Committee, the Curriculum Committee, and the Academic Senator(s).

2. The Director and Associate Director(s) will also oversee and certify any “as needed” election(s) to replace elected members of a standing committee. The terms for new members to standing committees start at the beginning of each fiscal year (July 1).
3. Assistant Professors will serve on no more than one standing committee whenever possible.

## **B. Standing Committees**

### 1. Personnel Committee

- a. The Personnel Committee will be comprised of up to five faculty members, including at least two tenured faculty from different areas within SIF (e.g., one from psychology and law and one from forensic science) and two career-track faculty, the latter of whom will assist with annual reviews of the career-track faculty.
  - 1) At least 50% of the members should 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).
  - 2) 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 School Director shall appoint an interim member(s) of the Committee to serve on the designated review in order to ensure that appropriate representation is achieved.
  - 3) Given that membership on the Personnel Committee is public, candidates can initiate a request for an ad hoc member to support disciplinary representation.
  - 4) No more than two members of the Personnel Committee may represent each SIF program (e.g., Forensic Science, Psychology, Digital Forensics).
  - 5) Members shall serve a term of three years.
- b. The Personnel Committee is responsible for assisting and advising the Director in conducting Faculty Annual Reviews and Sabbatical Proposal Evaluations.
- c. Faculty shall vote on the committee members, and the committee members will then elect their own chair from those who were duly elected to serve on the committee.

### 2. Bylaws Committee

- a. 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.

b. No more than two members of the Bylaws Committee may represent each program (Forensics Science, Psychology, Digital Forensics) who are available and eligible to serve (i.e., not on leave or engaged in related service at the College and/or University level).

c. The Bylaws committee is comprised of five (5) members, with at least two (2) members being from tenured/tenure-track faculty members and at least one (1) member being from a career-track faculty member. Each of the major disciplinary lines of inquiry represented in SIF (i.e. forensic science, psychology and law, and digital forensics) must be represented on the Bylaws Committee.

d. Faculty shall vote on the committee members, and the committee members will then elect their own chair from those who were duly elected to serve on the committee.

e. Members shall serve a term of three years.

### 3. Curriculum Committee

a. Depending on the nature and scope of curricular matters, the School may either convene the schoolwide Curriculum Committee or address such matters within the respective Area Meetings (i.e., Forensic Science and Digital Forensics Area Meeting, Psychology and Law Area Meeting).

b. The School Faculty may opt to elect up to three additional people to serve on this committee along with the program directors or leads.

c. The Committee aims to assist the Director and Associate Director(s) in assessing curricular initiatives, including revising and creating programs, disestablishing programs, creating/deleting course prefixes, evaluating degree requirements, and other curricular matters. However, curricular issues unique to graduate programs will be addressed by the faculty associated with that program, working with the Director and the NCIAS office of graduate programs.

d. Other than program directors and leads (who are appointed by the School Director pursuant to Bylaw I, Section F), faculty shall vote on the additional members to serve on this committee. The committee members, in turn, elect their own chair.

## C. Ad-Hoc Committees

### 1. Faculty Search Committees

a. **Hiring Responsibility.** The Provost makes Academic appointments, subject to approval by the University President and the Board of Regents. However, the day-to-day management of a search for a new faculty member is the responsibility of the School

Director, who serves as the SIF's "hiring official" under relevant ASU policies. Search committee members must follow the recruitment and hiring procedures outlined in ACD Manual 505-06: Recruitment/Appointment. Accordingly, all faculty should review that policy prior to voting on the composition of any search committee.

- b. Role of Search Committees. Although search committee members will seek input from the faculty and, when applicable, graduate students in the area of hire, the committee is the group responsible for summarizing the strengths and weaknesses of each candidate to the hiring official; it does not vote or rank candidates for hire.
- c. Membership in Search Committees
  - 1) Searches for T/TE Faculty. Three persons must be elected to serve on a search committee to recruit an Assistant, Associate, or full Professor in SIF. At least two of the three members of such a search committee must be T/TE faculty members. Ideally, the third member will also be a T/TE faculty member. Still, depending on the needs of a particular search, the third member of a search committee may be a benefits-eligible CT faculty with expertise relevant to the search criteria.
  - 2) Searches for CT Faculty. Three persons must be elected to serve on a search committee to recruit a CT faculty member other than those at an instructor rank. At least one of the three members of such a search committee must be a benefits-eligible CT faculty member, and one of the members must be a T/TE faculty member. The third member may be either a T/TE or benefits-eligible CT faculty member, depending on the needs of a particular search and the need for faculty with expertise relevant to the search committee.
- d. Faculty shall vote on the committee members, members, and the committee members will then elect their own chair from those who were duly elected to serve on the committee with the caveat that only T/TE faculty members are eligible to chair the hiring of T/TE faculty.

## 2. Other Ad Hoc Committees

- a. The School Director is authorized to appoint ad hoc committees as needed by the School. Examples of ad hoc committees include, but are not limited to, a program review committee, an accreditation committee, an alumni affairs committee, an awards committee, or a development committee. Depending on the nature of the task, the School Director will appoint a committee chair or ask that the members elect a chair.
- b. The School Faculty is also authorized to create ad hoc committees by a simple majority vote. The members of any such faculty-created ad hoc committees shall elect their own chair.

## **D. Other Roles and Responsibilities**

### 1. Academic Senator

- a. The School's Academic Senator(s) will be elected for a three-year term in the spring of the year preceding the beginning of service.
- b. Responsibilities include, but are not limited to, attending Academic Senate meetings; representing the interests of the School through the Academic Senate; bringing University and Academic Senate concerns back to the SIF faculty; and participating in Academic Senate committees as appropriate.

#### **IV. Procedures for Amending the Bylaws**

##### **A. Initiation**

Changes to the bylaws must be initiated in one of two ways: (1) by a petition signed by a minimum of four School Faculty; (2) by a proposal from the School's Bylaws Committee, or (3) by a proposal from the School Director.

##### **B. Process**

1. The Director shall circulate the proposed changes to the School Faculty at least ten calendar days before the faculty meeting during which they will be discussed.
2. The Director shall circulate an anonymous electronic ballot within ten calendar days of the faculty meeting and allow ten days for the ballots to be returned.
3. Amendments to the bylaws require a two-thirds (2/3) majority of all votes cast.
4. Following ACD 111-02, amended bylaws 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.

##### **C. Director's Role**

The School Director is responsible for maintaining an up-to-date version of the bylaws, school policies, and procedures reflecting all changes and amendments.