


College/ Independent Unit	The College of Liberal Arts and Sciences
Academic Unit/ Department, if any**	The Hugh Downs School of Human Communication
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	April 7, 2025
Date of review/consent by the dean (or lead of independent unit)*	April 23, 2025

Provost office approval

	Patricia Friedrich	9/2/2025
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.

THE HUGH DOWNS SCHOOL OF HUMAN COMMUNICATION

COLLEGE OF LIBERAL ARTS AND SCIENCES

ARIZONA STATE UNIVERSITY

(Adopted by the School Assembly 10/18/00)

(Amended 2/14/01, 4/25/01, 2/16/03, 2/16/04, 5/4/05, 12/06/06, 11/7/12, 10/5/16, 8/18/2023, 11/13/2024,
4/7/25) (accepted)

(Amended 03/26/12 per CLAS Review)

BYLAWS

Article I: Name

The name of this organization shall be the Assembly of The Hugh Downs School of Human Communication, and in abbreviated form as the School Assembly.

Article II: Purposes

The purposes of this School Assembly are to:

- A. Provide a forum for the discussion of those issues of pertinence in satisfying the "Statement of Mission and Scope" of the School.
- B. Make recommendations concerning academic and personnel policies and procedures consistent with the Mission and Scope of the School.
- C. Make recommendations concerning administrative policies and procedures consistent with the Mission and Scope of the School, College, and University.

Article III: The School Assembly

- A. Membership. Membership in this School Assembly includes those tenured, tenure-track, and career

track faculty members of the School holding regular full-time (100% FTE) appointment in the ranks of Professor, Associate Professor, Assistant Professor, Academic Professional, Teaching Professor, Teaching Associate Professor, Teaching Assistant Professor, and Professor of Practice, all of whom shall have voting rights. The School Assembly shall also include one non-voting member, who is a graduate student elected by the Communication Graduate Student Association. Student members shall not be privy to personnel discussions and decisions. .

B. Functions. The School Assembly will have the following regular functions:

1. To discuss and make recommendations concerning all matters of curriculum.
2. To discuss, create a list of strengths and weaknesses, and vote to approve a list of strengths and weaknesses of all job candidates to pass on to the School's Director and the Dean of the College of Liberal Arts and Sciences.
3. To discuss and recommend to the Director, or elect as provided herein, members for School, College, and University standing or *ad hoc* committees, including Faculty Senators.
4. To approve descriptions for open faculty positions in the School

Article IV: Officers

The officers of the School Assembly will be the Director, the Associate Director, the Director of the Doctoral Program, the Director of Undergraduate Studies, the Director of Stakeholder Engagement and Innovation, the Director of Online Learning, and the Director of the Online Master's Program.

A. The Director of the School Assembly will be the Director of the School. The Director will be appointed by the Dean of the College of Liberal Arts and Sciences to carry out the following responsibilities:

1. Evaluating faculty and staff for tenure, promotion, and merit;
2. Managing the operations and capital equipment budgets of the School;
3. Making recommendations concerning faculty sabbatical leaves and leaves of absence;
4. Overseeing the operations and space utilization of the School's offices and facilities;

5. Allocating the workload of staff and faculty;
6. Determining teaching loads and course scheduling;
7. Planning for the development of degree and course work;
8. Recruiting and hiring qualified persons to fill vacant and new faculty and staff positions;
9. Appoint members of standing and *ad hoc* committees (except where noted below);
10. Perform other functions as requested by the Dean.

B. The Associate Director will be a tenured or advanced tenure-track member of the faculty, appointed annually by the Director to carry out the following responsibilities:

1. Assist in managing the functions of the School;
2. Assist in personnel development and review;
3. Serve as Acting Director in the absence of the Director;
4. Perform other functions as requested by the Director.

C. The Director of the Doctoral Program (Director of Doctoral Studies) will be a tenured or advanced tenure-track member of the faculty selected for a three-year term with annual continued appointment. When more than one candidate is nominated, the tenured and tenure-track faculty will submit the strengths and weaknesses of candidates to the Director of the School in a format the Director requests. The Director of the School appoints the Director of Doctoral Studies.

The Director of Doctoral Studies will carry out the following responsibilities:

1. Chair the Doctoral Graduate Committee;
2. Coordinate doctoral curricula matters for the School;
3. Direct the recruitment and admission of doctoral students;
4. Assist with the placement of graduate students into assistantships and fellowships;
5. Ensure that doctoral students receive timely feedback on their performance and status;
6. Address issues relevant to doctoral student questions, grievances, and problems;
7. Address issues related to doctoral student academic integrity, progress, and student conduct;

8. Perform other functions as requested by the Director.

D. The Director of Undergraduate Studies will be a member of the School Assembly, selected for a three-year term appointed by the Director who carries out the following responsibilities:

1. Chair the Undergraduate Committee;
2. Serve as liaison to organizations and committees involving undergraduate matters;
3. Maintain effective communication with the undergraduate advisors;
4. Recommend and process changes in undergraduate courses and degree requirements;
5. Address issues related to undergraduate student academic integrity, progress, and student conduct;
6. Perform other functions as requested by the Director.

E. The Director of the Online Master's Program will be a member of the School Assembly who carries out the following responsibilities:

1. Chair the MA Committee and Online MA Appeals Committee;
2. Coordinate MA curricula matters for the School;
3. Direct the recruitment and admission of MA students;
4. Ensure that MA students receive timely feedback on their performance and status;
5. Address issues relevant to MA student questions, grievances, and problems;
6. Address issues related to MA student academic integrity, progress, and student conduct;
7. Serve as liaison to organizations and committees involving online and MA matters;
8. Perform other functions as requested by the Director.

F. The Director of Online Learning will be a member of the School Assembly who is a career-track or advanced career-track member of the faculty, hired to carry out the following responsibilities:

1. Serve on the Undergraduate Committee;
2. Serve as liaison to organizations and committees involving online learning matters;
3. Maintain effective communication with the undergraduate advisors;

4. Recommend and process changes in online undergraduate courses and degree requirements;
5. Address issues related to online undergraduate student academic integrity, progress, and student conduct;
6. Perform other functions as requested by the Director.

G. The Director of Stakeholder Engagement and Innovation will be a tenure-track or tenured member of the faculty, hired to carry out the following responsibilities:

1. Serve on the Executive Committee;
2. Work with the School's marketing and communication manager to promote the School through marketing efforts, website oversight, special events, the annual report, media stories, and other activities as needed;
3. Work on curriculum issues related to maintaining a high-quality undergraduate program, improving retention, and attracting majors;
4. Serve on the Undergraduate Committee;
5. When the School is due to complete a seven-year review, the Director of Stakeholder Engagement and innovation will temporarily vacate other duties to oversee this review process;
6. Perform other functions as requested by the Director.

Article V: Committees

A. Standing Committees

1. Executive Committee

- a. Membership. This committee shall consist of the School's Director (who will serve as Chair of the Executive Committee), the Associate Director, the Director of Stakeholder Engagement and Innovation, the Director of Online Learning, the Director of the Online Master's Program, and the Chair of the School's Personnel Committee, the Director of Doctoral Studies, the Director of Undergraduate Studies, and other members as appointed by the

Director.

b. Function. This committee will meet as needed, and normally not less than once each semester during the academic year. It will have responsibility to assist and advise the School's Director on any and all School matters, as requested by the Director or by individual members of the Executive Committee, and specifically to:

- (1) Review catalog copy and the schedule of course offerings for each "Schedule of Classes";
- (2) Review budgets and advise the Director on budgetary priorities;
- (3) Plan at least one faculty "retreat" each year to consider long range planning, goal setting, and recommendations concerning priorities for spending discretionary funds and allocating building space;
- (4) Act as a "Nominating Committee" to provide a slate of candidates for election to the School's Standing Committees, as specified for each separate committee.
- (5) Conduct annual reviews of Teaching Professors, Professors of Practice, and Academic Professionals lead by the Chair of the Personnel Committee. In the event that no member of the executive committee is a career track faculty member then one will be appointed to serve on the review committee.

2. Personnel Committee

a. Membership. This committee shall consist of two full professors and four other tenured professors. Members will be elected by the School Assembly. During the spring of each academic year, one new member from each of the top two academic ranks will be elected from among nominees who have indicated willingness and availability to serve during the subsequent two academic years of the term of office. An additional member from either of the top two academic ranks will be elected from nominees. The committee shall elect its own Chair.

b. Function. It will be the function of the Personnel Committee to:

- (1) Recommend personnel policies to the School Assembly and administer personnel policies approved by the School Assembly;
- (2) Advise and assist the School's Director on matters including, but not restricted to, evaluations of tenured and probationary faculty; applications for sabbatical leaves; applications for promotion and/or tenure; disposition of formal student grievances as they involve unprofessional faculty behavior; and development of criteria and procedures for distributing merit salary increases;
- (3) Conduct annual performance evaluations of all tenured and tenure track faculty members in the School and rate each faculty member's performance on teaching, research, and service relative to the accomplishments of their peers, as specified in the Standing Rules;
- (4) For the purpose of considering promotions and/or tenure, the Personnel Committee shall be augmented for each candidate by the addition of all tenured faculty who are physically present and not currently on leave, provided that, for promotion decisions, the added faculty members are tenured at or above the rank to which the candidate aspires. All members of this "Special Personnel Committee," thus constituted, shall be eligible to participate in evaluating and voting on the candidate's application for promotion and/or tenure;
- (5) Identify outstanding faculty for appropriate recognition, awards, and/or fellowships.

3. Instructional Faculty Personnel Committee

a. Membership. This committee shall consist of the Director of Undergraduate Studies, Director of Online Learning, and Director of the Online Master's Program, and, if desired, another member of the school assembly. The committee shall elect its own Chair.

b. Function. It will be the function of the Instructional Faculty Personnel Committee to:

- (1) Recommend personnel policies regarding instructional personnel to the School Assembly and administer personnel policies approved by the School Assembly;
- (2) Advise and assist the School's Director on matters including, but not restricted to, evaluations of instructional faculty, faculty associates, and adjunct faculty; applications for instructor promotion; disposition of formal student grievances as they involve unprofessional instructor behavior;
- (3) Advise on annual performance evaluations of all instructors in the School, including ratings on each instructor's performance on teaching relative to the accomplishments of their peers, as specified in the Standing Rules;
- (4) Identify outstanding instructors for appropriate recognition, awards, and/or fellowships.

4. Executive Doctoral Graduate Committee

a. Membership. This committee shall consist of the following:

- (1) The Director of the Doctoral Program (Director of Doctoral Studies), who will serve as Chair.
- (2) Two faculty members, one elected each year by the School Assembly, with staggered two-year terms and due regard to representation of different emphasis areas.

b. Function. It will be the function of the Executive Doctoral Graduate Committee to:

- (1) Develop recommendations concerning graduate curricula and policies for consideration by the School Assembly, including but not limited to developing, with advance input from the faculty, the doctoral course offerings for each Schedule of Classes;
- (2) Advise and assist the School's Director and the Director of the Doctoral Program (Director of Doctoral Studies) in implementing graduate curricula, policies, and administrative procedures, including grade appeals;
- (3) Assist the Director of the Doctoral Program (Director of Doctoral Studies) specifically

in monitoring the ongoing activities of faculty and students, as follows:

- (a) Review periodically the performance of doctoral advisors and supervisory committees in the execution of their duties.
 - (b) Review periodically the academic performance of all doctoral students, and the performance of assistantship-related responsibilities of teaching/research assistants.
 - (c) Identify outstanding doctoral students for appropriate recognition, awards, and/or scholarships.
- (4) Participate in reviewing applicant files and making recommendations to the School's Director concerning the appointment of graduate assistants and scholarship/fellowship awardees.
- (5) Advise the Director of the Doctoral Program (Director of Doctoral Studies) on recruitment strategies for potential graduate students.

4. Undergraduate Committee

a. Membership. This committee will consist of the following:

- (1) The Director of Undergraduate Studies, who will serve as Chair.
- (2) Two faculty members, one elected each year by the School Assembly, with staggered two-year terms and due regard to representation of different emphasis areas.

b. Function. It will be the function of the Undergraduate Committee to:

- (1) Advise and assist the School's Director in implementing undergraduate curricula, policies, and administrative procedures, including grade appeals;
- (2) Identify outstanding undergraduate students for appropriate recognition, awards, and/or scholarships;
- (3) Advise the School's Director on enrollment management, including admission and retention standards for undergraduate majors and recruitment of outstanding high school graduates;

- (4) Make recommendations concerning development and administration of the School Honors Program.

B. Special Committees:

The School's Director may appoint additional committees on an *ad hoc* basis to perform special functions consistent with the Mission and Scope of the School.

- C. The School's Director may serve as an *ex-officio* member on all School Committees except the Personnel Committee.

Article VI: Meetings

- A. The School Assembly will hold regular meetings at the beginning of each semester and at the discretion of the School's Director, or on the written petition of five full-time faculty not on leave during a given term.
- B. To conduct business at any meeting of the School Assembly, a quorum consisting of a majority of the membership (excluding those on leave) must be in attendance at the time a vote is conducted.
- C. Electronic voting may be used for some issues at the discretion of the Director. In such cases, all relevant information will be provided to the voting members of the School Assembly for the vote.
- D. No votes may be cast in proxy.
- E. A simple majority is what is required to pass a measure.

Article VII: Faculty Personnel Policies and Guidelines

A. School's Director

1. The Director of the School is officially appointed by the Dean of the College and serves at the pleasure of the Dean. In accord with ACD 102, the Director, like all academic administrators, serves on a renewable annual appointment. As part of the renewal process and in accord with ACD 111-03, the Dean will solicit faculty and academic professional input about the Director

at least every other year. When a new Director is needed a search will be conducted in accord with ACD 111-01.

2. Normal procedures for the selection of the School's Director will be as follows:

The Search Committee will screen the list of applicants and submit an appropriate list of candidates to the Dean for preliminary interviews to be conducted virtually. Following the preliminary interviews, the Search Committee will recommend none or one or more candidates to the Dean and, with the Dean's approval, will schedule on-campus interviews for each candidate, with particular attention to active and full participation of the faculty in all interview schedules. Following these interviews, the Search Committee will assemble a list of strengths and weaknesses of each candidate and discuss these with the School Assembly. After discussion with the School Assembly, the Search Committee will reconvene to develop a final list of strengths and weaknesses to present to the Dean in a format the Dean requests. The Dean appoints the Director.

3. The term of the School's Director ends annually on June 30. The Director may be re-appointed for subsequent one-year terms by the Dean.

4. Annual evaluations of the Director shall be conducted in accordance with policy and procedures in the ACD manual and will be the basis for recommendations concerning the renewal of the term of the School's Director.

B. Awarding of Tenure

When a probationary faculty member believes they have fulfilled the requirements for tenure listed in the expectations of the School, College, and university (as given in ACD 506-04), the faculty member may request that the Director of the School submit the candidate's name (and a portfolio of supporting evidentiary material provided by the faculty member and provided by other sources as given by guidance from the Provost's office) to the School's Personnel Committee for consideration. In any case, this portfolio of materials must be submitted for review no later than the year prior to the end of the candidate's probationary period (ACD 506-03).

The Personnel Committee and the Director shall provide independent recommendations on the merit of each candidate requesting tenure in the School, based upon the School's standing rules and according to the university policy (ACD 506-04) following the procedures provided by the Provost's office at the time the materials are submitted.

Article VIII: Amendments and Restrictions

- A. These Bylaws may be amended by a two-thirds vote of the members of the School Assembly at any regular or special meeting, provided that written notice has been given of intent to include such changes on the agenda at least twenty-eight days prior to that meeting.
- B. These Bylaws may not conflict with the policies and bylaws of the College of Liberal Arts and Sciences, the ACD Manual, or policies of the Arizona Board of Regents, which take precedence over these Bylaws, in that order. These bylaws take precedence over other governing documents within the HDSHC.

Article IX: Parliamentary Authority

In the absence of any provision to the contrary in these Bylaws, the conduct of business in this School Assembly shall be governed by the parliamentary rules and usages contained in the current edition of Roberts Rules of Order, Newly Revised.

Article X: Adoption

These Bylaws become effective when ratified by a two-thirds majority vote of the eligible membership as defined in Article III.