



<b>College/ Independent Unit</b>	The College of Liberal Arts and Sciences
<b>Academic Unit/ Department, if any**</b>	School of Transborder Studies
<b>Choose document type</b> (bylaws or criteria Document?): <b>Bylaws</b>	
<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>	Approved on August 30, 2010 Amended on February 14, 2014 Amended on August 17, 2022 Amended on March 1, 2023 Amended on October 22, 2025 Amended on January 14, 2026
<b>Date of review by the dean (or lead of independent unit)*</b>	January 20, 2026

**Provost office approval**

		
<b>Signature</b>	<b>Patricia Friedrich</b>	<b>February 3, 2026</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.

**SCHOOL OF TRANSBORDER STUDIES  
ARIZONA STATE UNIVERSITY  
BYLAWS**

**PREAMBLE**

These bylaws apply to the School of Transborder Studies (STS) at Arizona State University, which was established in 1997 by the Arizona Board of Regents (ABOR) as the Department of Chicana and Chicano Studies and subsequently renamed the Department of Transborder Chicana/o and Latina/o Studies (2007) before becoming the School of Transborder Studies. The bylaws describe the procedures and policies by which STS is governed and carries out the responsibilities entrusted to it.

The bylaws enable STS to encourage its academic personnel to achieve the expected standards in research, teaching, and service as described in the School's Faculty Promotion and Tenure Guidelines and the School's Academic Professional Promotion and Continuing Status Guidelines (Rev. AY 11-12).

These bylaws are binding upon current and future administrators and members of the School upon approval by the Provost and supersede any previous operating documents addressing that purpose. The bylaws are junior to policies and procedures laid out in ASU's Academic Affairs Manual (ACD). In case of conflicts, the policies and procedures of ASU and the Arizona Board of Regents (ABOR) take precedence. If one portion of this document comes into conflict with college, university policy, or ABOR, the rest of the document remains in force.

The School of Transborder Studies aims to create new understandings and challenge old understandings of borders as well as facilitate social change in collaboration with transborder communities. We leverage our interdisciplinary theoretical and methodological expertise to educate and innovate in the U.S.-Mexico borderlands, with implications for borders and transborder communities in Latin America, the Caribbean, and around the world.

We demonstrate our commitment to this mission by:

1. producing innovative and impactful scholarship that strives to create a more equitable society and to improve people's lives in border and transborder spaces,
2. developing collaborations with scholars, artists, community organizations, institutions, and other stakeholders to promote well-being across borders and strengthen transborder communities,
3. training students in research skills that can be applied to address social issues that affect transborder populations and communities,
4. equipping our students to engage professionally and ethically with pressing social issues impacting transborder people and communities,
5. preparing students to be compassionate, competent, creative, and effective changemakers who appreciate, understand, respect, and promote social and cultural diversity at the

- local, national, and international levels, and
6. fusing perspectives and understandings from across disciplines to provide insight into critical cultural, linguistic, political, economic, social and environmental issues challenging contemporary societies and communities and
  7. serving as a welcoming and affirming space for all students through concrete efforts to provide resources and engage in advocacy for students from historically underserved groups.

### **STS Membership**

STS membership includes all persons on teaching or research appointment holding the rank of Professor, Associate Professor, Assistant Professor, or identified in their letters of appointment as Professor of Practice, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor, Instructor, Senior Instructor, Principal Instructor, Assistant Instructional Professional, Associate Instructional Professional, Instructional Professional, Academic Professional, Administrative Staff, Teaching Assistant, Faculty Associate, Graduate Teaching (or Research) Assistant, Research Assistant or Associate, Research Assistant Professor, Research Associate Professor, Research Professor, Postdoctoral Fellows, Emeritus Faculty, Visiting Faculty, or Adjunct Faculty.

### **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 College of Liberal Arts and Science, (b) Arizona State University, or (c) the Arizona Board of Regents, the policies and procedures of the latter three bodies shall take precedence.

## **RESPONSIBILITIES AND AUTHORITY OF THE STS DIRECTOR**

### **Overview**

The School Director 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 and in accord with [ACD 111-01](#), the Dean will appoint a search committee with at least half of the members of the search committee elected by the faculty members of the School. Faculty members will express the strengths and weaknesses of each candidate, which will be transmitted to the Dean by the search committee. The Committee's recommendation of a nominee should be guided by feedback from membership of the School.

1. Any member of the faculty is welcome to express concerns regarding any personnel issue, including the performance of the Director, to the Personnel Advisory Committee, who will consider the issue and, if they feel it is warranted, to convey the concern to the Director and the Dean.
2. If two-thirds of voting members agree with concerns raised, a consultation with the Director and dean will take place.

## **Duties**

1. The Director is the main administrative officer of the School and is the official representative and spokesperson for the School to the administration and other institutions
2. The Director shall carry out university policies in all matters pertaining to the School.
3. The Director shall have primary responsibility for School leadership and decision-making with voting members of the STS Academic Assembly through dialogue and other democratic procedures. The Executive Committee (see below) is the representative body directly responsible for coordinating with the Director on decisions related to the future and direction of STS.
4. The Director shall collaborate with faculty and staff to enhance the quality of instruction and scholarship in the School and will work with faculty and staff especially the Coordinator of Undergraduate and Graduate Curriculum and the Curriculum Committee, to determine course offerings and teaching responsibilities.
5. The Director is responsible for the day-to-day operation of the School which includes supervising staff and dealing with faculty concerns.
6. The Director shall arrange for the election and/or appointment of committee members for various standing and ad hoc committees according to the procedures outlined in “Committees” (see below).
7. The Director shall designate a faculty member to handle their responsibilities in the event of the Director's temporary absence.
8. The Director will prepare and disburse the School budget in consultation with the Executive Committee.
9. The Director shall inform the School of university and college directives, action, and policies, as well as other circumstances and conditions which may affect the School.
10. The Director will oversee the annual review performances of all faculty and-recommend action to the Dean regarding probationary review, tenure, and promotion of faculty as outlined in the updated STS Tenure and Promotion Guidelines and Annual Evaluation Guidelines (Appendix 1). For details, see: “Annual Feedback on Progress Toward Tenure” and “Performance Evaluation for Tenured Faculty” (below).

## **Coordinator of Undergraduate and Graduate Programs**

The Coordinator of Undergraduate and Graduate Programs is a faculty member or members, elected by the STS Academic Assembly, who serves on the Curriculum Committee and works with STS staff and the Director to provide faculty leadership and guidance related to curriculum decisions, including but not limited to: course scheduling, course offerings, online course proposals and development, proposals for general studies designations, graduate admissions, and graduate advising. The Coordinator of Undergraduate and Graduate Curriculum will be provided one class release per semester. An ideal term commitment is three academic years. During the third year, there will be a faculty member serving as ex-officio to shadow and transition to the position the following year.

## REPRESENTATIVE BODIES

### Academic Assembly

The STS Academic Assembly, as defined in [ACD 505](#), includes all individuals in the School holding: Tenured or tenure-track faculty notices of appointment; career-track faculty at .50 FTE or higher; and Multi-year, probationary or continuing status academic professionals at .50 FTE or higher. The Academic Assembly has shared governance responsibilities as provided for in the Academic Constitution and the ASU's ACD, including the provisions in [ACD 111-01](#), "Faculty Voting Rights", and [ACD 111-03](#), "Faculty and Academic Professional Participation in Evaluation of Academic Administrators", and [ACD 505](#), "Appointments and Positions."

### Responsibilities and Authority of the Academic Assembly

STS encourages members of the Academic Assembly to achieve a healthy balance in their commitments to teaching, research, and service, according to each individual's workload distribution, all of which are viewed as integral and necessary parts of the University's mission and purpose. All members in STS share in the responsibility for its success. In general, the faculty advises, and the STS Director recommends to the Dean on matters of policy, personnel and curriculum. In addition to their teaching responsibilities, faculty members share in the leadership responsibilities outlined below.

## MEMBERSHIP AND VOTING

### Voting Members

The voting members of the STS Academic Assembly shall include all tenure-track and tenured faculty members and probationary or continuing appointment academic professionals in STS. Individuals are considered voting members in the School when their appointment is at least 50% in the School and they hold the rank of Assistant Professor, Associate Professor, or Professor. Teaching, Clinical and Research Professors and Instructors of all ranks are voting members when 100% of their appointment is in the School. Postdoctoral researchers in STS may attend School meetings but are not voting members of the Academic Assembly.

Career-Track Faculty and Academic Professionals on continuing appointment or probationary lines have voting privileges in STS on all matters except tenured/tenure-track faculty personnel decisions. Each voting member shall have at least fifty percent of their line in STS, have at least a fifty percent workload assignment in STS, or by exception such as a 0-time appointment with a professorial title. The exception to STS membership can only be granted by full consultation and two-thirds vote of the faculty.

### Affiliated Faculty

Non-STS faculty may request affiliate status by submitting their CV and a letter of interest to the Director. STS faculty will review the materials and vote on the candidate's request at the next faculty meeting. Affiliate faculty members do not have voting rights in the School but may lead and direct STS graduate committees and participate in the recruitment of graduate students.

Affiliate faculty must request that their status be renewed on an annual basis.

### **Other Faculty, Academic Professionals and Post-Doctoral Fellows**

Other faculty (including, but not limited to, professors emeriti, adjunct faculty, visiting faculty, faculty associates, faculty research associates, and visiting scholars), academic professionals, and post-doctoral fellows not included above do not have voting privileges but may attend STS Assembly meetings.

### **Senators**

1. Voting members of the Assembly elect Senators to the University and College Senate(s) for two-year terms with renewable appointments possible. Elections are held every two years at the last School meeting of the spring semester. Senators will provide the STS Academic Assembly with written updates of Senate business, bring faculty members' questions and concerns to the Senate's attention, and elicit feedback from faculty members on issues before the Senate. Senators represent STS at University and College Senate meetings.
2. A Senator may represent STS in both the University and College Senates as determined by faculty vote.

### **Voting**

1. Any items on which votes will be taken at a meeting must be introduced in the meeting announcement.
2. A new item of business may be discussed and acted upon with the approval of at least two-thirds of those present and voting.
3. Voting normally shall be done by a show of hand. Only faculty present at the School meeting will be eligible to vote, except during extenuating circumstances. Absent faculty may provide written comments but such comments will not constitute a vote.
4. In most matters put to a vote, the decision will be made by a simple majority. (Exceptions include the changing of these bylaws, which requires a  $\frac{2}{3}$  vote of the School Assembly.) Depending on the matter at hand, voting may be by voice vote or by ballot. The request by any voting member that a secret ballot be used for a particular issue will be honored. Voting may be conducted over email or another online platform if a member so moves and a majority of voting members approve. If a ballot is used, the results will be counted by an STS administrative staff member. The ballots will be held for the term of the Director's appointment and stored in the Director's office.
5. Members of the Academic Assembly must be sensitive to possible conflicts of interest and recuse themselves from discussion and voting when such conflicts may arise. Members can discuss potential conflicts of interest at School meetings.

### **School Meetings**

1. **Frequency** - The STS Assembly will meet a minimum of once every academic semester. Additional meetings may be called at the discretion of the Director or if  $\frac{1}{3}$  of the voting members request a meeting in writing, specifying the meeting's purpose.
2. **Notification** - Except for urgent business that requires an immediate response, the Director must announce meetings at least five (5) working days in advance by written notice, with an agenda distributed at that time.

3. **Quorum** - Recommendations must receive a majority vote of the members present and voting with a quorum consisting of half of the voting members plus one. Members attending virtually (e.g., via Zoom) will be counted for the purposes of constituting a quorum.
4. **Minutes** - Minutes of all meetings shall be recorded and distributed.
5. **Committee Recommendations** - All committee recommendations shall be presented at School meetings for consideration and discussion except when electronic communications are more pertinent.

## COMMITTEES

### Standing Committees

1. The **Executive Committee** consists of two tenured faculty members elected by the voting members of the STS Academic Assembly. The term of office is for two years. The committee advises the Director on matters related to the leadership and direction of the School, such as allocation of resources and program development. The Director consults the Executive Committee before making decisions related to the aforementioned areas.
2. The **Personnel Advisory Committee (PAC)** consists of at least three elected members of the School, ideally with representatives from each rank: assistant, associate, and full professors. The term of office is one academic year. The chair of the PAC must be a tenured faculty member and will be elected by voting members of the Academic Assembly at the first fall semester School meeting.
  - a. The PAC Committee will be consulted and will advise the Director in preparing recommendations on sabbaticals, leaves of absence, and annual performance evaluations.
  - b. A member of the PAC may not participate in their own review.
3. The **Curriculum Committee** shall consist of at least two members of the School, including the Coordinator of Undergraduate and Graduate Programs, appointed by the Director. The term of office is for one academic year with renewable appointments possible.
  - a. The Curriculum Committee approves courses that will receive TCL/TSS prefixes. The Committee must act on those courses before they are submitted to The College Curriculum Committee or to the General Studies Council.
    - i. The Curriculum Committee is responsible for the ongoing development and evaluation of Major, Minor, Certificate, and graduate programs.
    - ii. The Committee will advise the Director on matters of summer session schedules, course schedules and curriculum, library allocations, service learning, hiring priorities, and other matters pertaining to STS curriculum.
    - iii. The Committee will make recommendations on degree requirements to the School; such requirements can be changed only upon agreement of the majority of the School members.
    - iv. The Committee will review proposed courses and degree programs that require an impact statement from STS for approval and communicate their

recommendations to the Director.

4. The **Scholarship Committee** will consist of two members that reflect the interdisciplinary nature of the faculty in order to allocate scholarships and awards. Members can be either voted by the faculty members or appointed by the Director for one academic year. An alternate committee member shall be appointed to serve as evaluator of any student application where one of the two committee members must recuse themselves as active advisor or mentor to the applicant.
  - a. If an officer or appointed committee member is to be on leave for one semester, a replacement may be appointed on an interim basis to serve in the position for the one semester. However, if an individual is to be absent for two or more semesters, a vote of the faculty will elect a new member to that committee, with a new term start date.

### **Ad Hoc Committees**

1. **Promotion and Tenure Committees for Tenured/Tenure-Track Faculty** will be formed on an ad hoc basis and their members appointed by the Director. They conduct the School's review for tenure and for promotion to the rank of Associate Professor and Professor. They also conduct third year reviews of tenure-track faculty. Only tenured faculty can serve on ad hoc Promotion and Tenure Committees for promotion to associate professor and tenure. For cases of promotion to full Professor, the ad hoc committee will be formed of all full Professors in the School, who will elect a committee chair.
2. **Promotion Committees for Career-Track Faculty and Academic Professionals** will be formed on an ad hoc basis and their members appointed by the Director. Normally, at least one member of the committee will be a Career-Track Faculty or Academic Professional.
3. **Faculty Search Committees** are formed on an ad hoc basis and operate according to the procedures outlined below in "Hiring Faculty."

### **Hiring Faculty**

1. Plans and priorities for hiring new faculty members are created with the input of the Executive Committee and tenured and tenure-track faculty in the STS Academic Assembly. When opportunities for targeted hires are presented, hiring plans will be created with the collective input of the Executive Committee, tenured and tenure-track faculty in the Academic Assembly, and the School's Director.
2. No formal search can be undertaken without prior approval by the Provost.
  - a. Faculty search committees are composed of three tenured or tenure-track STS faculty members. Two members of the search committee shall be elected by the School faculty and the third will be appointed by the Director.
  - b. The Director will formally charge the Search Committee to conduct the search according to The College and university faculty recruitment and hiring policies.
  - c. A candidate for a position must provide the materials as described in The College search and hiring procedures.
  - d. The Search Committee must evaluate the candidate's materials, arrange on-campus interviews, and make an unranked recommendation to the voting members of the STS Academic Assembly of the best candidates, in which the strengths and weaknesses of the applicants are laid out. Following the committee's report, the Assembly submits their feedback to the Director.

- e. Letters of evaluation, committee discussions, and unpublished materials in the candidate's files are strictly confidential. Violations of confidentiality by members of the Committee are subject to sanctions as defined by School and University policies.
- f. In making a senior and/or tenured appointment, the qualifications of the candidate must be in conformity with the School, The College, and university criteria for associate or full professor and tenured faculty member.

### **Salary Adjustment Process**

Salary adjustments depend on the availability of funds. The percentage increase for each faculty member or academic professional is dependent on the amount of the salary distribution pool. The Executive Committee will periodically conduct a salary review to assess salary inequities and compression in STS and will report the results to the Director and the Academic Assembly. In all cases, ACD and The College policies prevail, in particular, ACD Manual Sections [511-01](#). Faculty salaries will be adjusted on the basis of annual performance evaluations. Annual evaluations are carried out by the Personnel Activity Committee (see above), based on performance guidelines created and approved by the STS Academic Assembly (see Appendix 1). The guidelines include contributions to research, teaching, and service, weighted according to an individual faculty member's workload distribution. The PAC evaluates faculty members using those guidelines and transmits their evaluations to the Director, who consults the evaluations in making salary adjustments. To the extent of the School's discretion, minimally, satisfactory or better performance is a necessary condition for all types of salary adjustments. Satisfactory performance is determined according to the basic criteria established in the updated Annual Performance Review Guidelines (see Appendix 2).

### **Annual Feedback on Progress Toward Tenure**

Annual reviews of tenure-eligible faculty will be conducted by the Director in accordance with policies and procedures outlined by [The College](#) and the [Office of the University Provost](#) on their respective Academic Personnel websites. The Director provides tenure-eligible faculty with feedback on their progress toward tenure on an annual basis. Probationary (third-year) reviews of tenure eligible faculty are conducted by an ad hoc committee of tenured STS and affiliated faculty and the Director in accordance with policies and procedures outlined by [The College](#) and the [Office of the University Provost](#) on their respective Academic Personnel websites.

### **Performance Evaluation for Tenured Faculty**

Tenured faculty members are evaluated annually on the basis of the performance review guidelines in Appendix 1 and according to the process outlined in the "Personnel Activity Committee" and "Salary Adjustment" sections above. The Director may recommend an internal performance development plan when a tenured faculty member's performance in one workload area is found unsatisfactory through this process. In all cases, ACD and The College policies prevail. Performance development plans are governed by [506-11](#) (faculty). If the STS faculty member meets the goals outlined in the development plan, then they return to the regular annual performance evaluation. If development plan objectives are not achieved by the agreed-upon time, the individual shall receive an overall rating of

unsatisfactory and must enter the Performance Improvement Process as set out by The College and University guidelines.

### **Ratification and Amendment**

#### **Ratification**

1. This document will become effective upon the affirmative vote of two-thirds of the School of Transborder Studies.

#### **Amendment**

1. Proposals for amendments to these Bylaws must be sent to School members at least ten days prior to the dates on which the action is taken on them.
2. Amendments to these Bylaws as well as the promotion and tenure procedures and promotion and tenure guidelines are enacted through an affirmative vote of two-thirds of the School of Transborder Studies.

[NOTE: This document was ratified on August 30, 2010; amended on February 14, 2014 with full approval of the STS faculty. This document was further amended on August 17, 2022 with a full approval of the STS faculty who were present (9 present of 11); reviewed on March 1, 2023 with a full approval of the STS faculty who were present (8 of 11); reviewed and approved on October 22, 2025 with a full approval of the STS faculty who were present and active (7 of 13; 3 on sabbatical leave, 3 absent); reviewed on January 14, 2026 with a full approval of the STS faculty who were present (10 of 13; 2 on sabbatical leave and 1 absent)].

### **Procedures for Promotion and Tenure (P & T)**

For purposes of decisions relating to promotion, only faculty at or above the rank of the individual being considered are eligible to vote. For the purposes of decisions relating to tenure and reappointment, only faculty with tenure are eligible to vote.

The P&T Committee is responsible for ensuring that the appropriate information is collected and made available for faculty review. The committee chair consults with faculty members being reviewed to ensure that the relevant information is available to the committee for assessment. Evaluation criteria are described in the STS Promotion and Tenure Guidelines document. The P&T Committee is responsible for drafting a letter that assesses the candidate's case for promotion, tenure, or reappointment. The letter should contain an introductory statement and an assessment of the candidate's research, teaching, and service. Once drafted, a meeting of voting faculty will be held to provide input to the P&T Committee's letter and to conduct a faculty vote of the candidate under review. The draft letter is to be revised based on faculty input prior to finalizing the P&T Committee's letter to the STS Director. The results of the vote must be included in the final letter along with a recommendation on tenure, or promotion case. See also ACD 506: Faculty Personnel Actions.

### **STS Annual Performance Reviews**

In compliance with ABOR and ASU's ACD procedures, on or before the last Friday in January all tenured/tenure eligible faculty, career-track faculty and academic professionals must submit to the STS Director an activity report of their activities for the prior calendar

year. The Personnel Advisory Committee (PAC) will use these activity reports to conduct an annual performance evaluation of each member of the STS faculty, including joint appointments.

Criteria for annual reviews for Career-Track Faculty and Academic Professionals will include:

1. Effectiveness of teaching/mentorship and contributions to pedagogy, and if applicable,
2. Service to STS, the University, and the profession.

Criteria for annual reviews for tenured/tenure-track faculty include:

1. Research excellence and impact
2. Effectiveness of teaching/mentorship and contributions to pedagogy, and
3. Service to STS, the University, and the profession.

In assessing faculty activity reports, the Committee should use **five distinct** measurements that distinguish between the highest achievement (e.g., exemplary performance) and the lowest achievement (e.g., unsatisfactory performance), in accordance with ACD-506-10 Annual Evaluations of Faculty. Evaluation criteria are described in the **STS Annual Review Standards and Procedures** (Policies and Procedures document). The committee submits its recommendations for annual performance evaluations to the STS Director based on the Provost's Schedule of Personnel Actions and in consultation with The College's Social Science Dean. Annual evaluations of faculty and merit raise assessments are the ultimate responsibility of the STS Director.

The accumulation of a faculty member's annual performance reviews is not a guarantee of a favorable or adverse tenure and promotion decision. While annual performance evaluations address a specific period of performance, promotion and tenure decisions are more comprehensive, taking into account a faculty member's entire career. Promotion and tenure evaluations also include evaluations by external reviewers that are both retrospective and prospective.