

**Bylaws of the Faculty of
Arizona State University's Mary Lou Fulton Teachers College
Final Version Approved April 6, 2021**

I. GENERAL

I-A. PREAMBLE

The faculty of Arizona State University's Mary Lou Fulton Teachers College (MLFTC; hereafter referred to as the College) through these Bylaws provides the organization and procedures by which and through which it functions, within the range of its authority and responsibility, as prescribed by state law, the Conditions of Faculty Services established by the Arizona Board of Regents, and the ASU Academic Affairs Manual (ACD). The reference for ACD is <http://www.asu.edu/aad/manuals/acd/>. In general, these bylaws reflect the College's commitment to shared governance.

I-B. MEMBERSHIP

According to ACD 505-02, College faculty includes all employees of the Arizona Board of Regents involved in teaching, research, or service; that is those who are appointed as assistant professor, associate professor, or professor (referred to as tenure-eligible or tenured faculty); lecturer, senior lecturer, principal lecturer; instructor, clinical assistant professor, clinical associate professor, clinical professor; and visiting professor, research professor, adjunct professor, professor of practice, faculty associate, or other such titles as may be designated by the university (also referred to as non-tenure eligible faculty).

I-C. RESPONSIBILITIES AND AUTHORITY OF THE FACULTY

The faculty of the College expects its members to pursue goals in scholarship, teaching, and service in alignment with the Standards of Academe and their appointment. Scholarship, teaching, and service are integral and necessary parts of the College's and university's mission and purpose. All members of the faculty share in the responsibility for the College's and university's success.

Responsibilities of non-tenure eligible faculty members are summarized in their annual workload distribution document, which often include directing or participating in specialized university functions. Non-tenure eligible faculty members are expected to meet the expectations of teaching, scholarship, or service specified for their appointment. Therefore, the quantity of teaching, scholarship, or service may vary according to individual annual workload distribution.

In general, the faculty is responsible for recommending curricular decisions related to the quality of the instructional programs to the dean. The dean, with the advice of associate and/or assistant deans, the vice deans, and faculty, maintains final responsibility for the management of College programs.

I-C-1. Faculty members with voting privileges. Full-time faculty members of the College with all privileges and voting rights as outlined below are those who are appointed as assistant

professor, associate professor, or professor (referred to as tenure-eligible or tenured faculty); lecturer, senior lecturer, principal lecturer; instructor, clinical assistant professor, clinical associate professor, and clinical professor (also referred to as non-tenure eligible). Visiting professors, research professors, professors of practice, and faculty associates do not have such voting rights.

I-C-2. Rights and Duties of Faculty Members

I-C-2a. Scholarship. Each tenure-track faculty member is responsible for developing and augmenting their scholarly competence. This includes conducting academic research or other creative activities and disseminating the results of this research. The quality of performance in this area will be considered in decisions relating to compensation, promotion and tenure, and retention. The academic freedom, as described in ACD 201, to pursue particular research or creative activity is the right of the faculty member.

I-C-2b. Teaching and Service Assignments. Faculty members have the responsibilities to carry out effective teaching and service duties and assignments, including committee assignments, student mentoring, and other collegial activities. The quality of performance in these areas will be considered in decisions relating to compensation, promotion and tenure, and retention. Faculty members have academic freedom, as described in ACD 201, when teaching courses subject to the course description contained in the catalog. In approved professional or state certificate programs, the course syllabi are developed by responsible faculty and core elements (objectives, alignment with external standards, and assessments that are part of related data reports) must remain as elements of the course.

I-C-2c. Governance Functions. Consistent with shared governance, faculty members have the right and responsibility to participate in the operation of their division and college. In addition to voting for representatives on elected committees, these rights of participation include, but are not limited to: contributing information to the performance evaluations of the dean, vice deans, and other administrators as specified by ACD 111-03; recommending approval and modification of the College Standards of Academe and Bylaws; recommending approval of promotion, tenure, probationary and annual review procedures; development of course requirements for both the undergraduate and graduate programs; participation in the recruitment of new faculty and administrators; providing advice on and assisting with recruiting priorities; and development of degree programs.

I-C-2d. Annual Performance Evaluation. Each faculty member will be responsible for preparing a portfolio that meets the requirements for the annual performance evaluation in accordance with the principles, standards, and procedures detailed in the Standards of Academe and relevant Arizona Board of Regents and university policies. The portfolio addressing faculty annual performance is prepared in relation to the approved goals of the previous year and the Standards of Academe.

I-C-2e. Annual Goals. Each tenure-track and tenured faculty member must submit for approval to their vice dean annual goals for the coming year pertaining to scholarship, teaching, and service. Each non-tenure eligible faculty member must submit annual goals consistent with

the terms of the individual's annual workload distribution. In the event a disagreement arises between the vice dean and faculty member about the appropriateness of the goals, the vice dean makes the final decision.

I-C-2f. Probationary Reviews. Faculty members are responsible for preparing materials for probationary reviews according to the guidelines established by the Office of the University Provost and submitting those materials using the established university due dates provided in the annual schedule of personnel actions. Consult the college's Standards of Academe for additional details as well as the provost's website, https://provost.asu.edu/index.php?q=promotion_tenure/probationary and other relevant material from the provost's website.

I-C-2g. Promotion and Tenure Reviews. Faculty members are responsible for preparing promotion and tenure materials according to the guidelines established by the Office of the University Provost and submitting those materials using the established university due dates provided in the annual schedule of personnel actions. Consult the college's Standards of Academe for additional details as well as the provost's website, https://provost.asu.edu/promotion_tenure/guidelines_pt_college and other relevant material from the provost's website.

I-C-2h. Appeals and grievances. Faculty members have the right to grieve, without prejudice or retaliation, the outcome of personnel actions under the provisions of ACD 509-01 and ACD 509-02. However, only those circumstances listed as grievable by policy can be grieved. If a faculty member wishes to appeal a grievable decision, they should first attempt to resolve the matter with the vice dean either directly or through a university ombudsperson (ACD 509-01) using the process provided for in P19 (<https://provost.asu.edu/policies/procedures/p19.html>), unless resolution is not appropriate for that decision as described in ACD 509-01. The appeal process for annual performance reviews is found in ACD 506-10.

I-D. RESPONSIBILITIES AND AUTHORITY OF THE DEAN

The dean has primary administrative responsibilities for the faculty of the College. The dean is appointed by the University Provost of ASU in accordance with university policy. The dean serves at the discretion of the provost and performs such duties as the provost or their designee may assign. The dean has the overall responsibility for the operation of the College, including recruitment and development of personnel, budget, and academic divisions. The dean is the official representative and spokesperson for the College to the university administration and the external community.

I-D-1. Teaching Assignments. The dean will assure that vice deans facilitate production of course schedules that match course offerings to faculty members based on student and program needs, each member's qualifications, scholarly records, areas of interest, faculty member preferences, and regardless of faculty members' division appointments.

I-D-2. Service Appointments. The dean or the dean's delegate recommends faculty members for campus or university committee assignments or community service and ensures that service appointments are equitably available to faculty members in the College. The dean will consult with vice deans and faculty members and take into consideration the faculty member's annual workload distribution in service, teaching, and scholarship in making such assignments.

I-D-3. Salary Allocations. The dean has overall responsibility to determine, approve, and perform any changes in salaries, as stated in ACD, and to ensure comparability of salaries across appointments. Any merit component of salary adjustments should be in accordance with the College's Standards of Academe and university guidelines, where the Standards of Academe conflict with university guidelines, the latter control decisions. Individuals on sabbatical leave are allowed to participate in the college's merit review system (ACD 705).

I-D-4. Resource Allocation and Budget Oversight. The dean has responsibility to allocate all resources required to support college operations and activities.

I-D-5. Performance Evaluation. The dean has the responsibility for initiating biennial or quadrennial evaluations as required of the vice deans and other college administrators. As part of this review, the dean must solicit faculty and academic professional input consistent with ACD 111-03 guidelines: Every other year for vice deans and at least every four years for the dean. Where appropriate in alternate years, the dean might request input into a performance evaluation of individuals filling such mid-management positions as associate/assistant/vice deans or center directors.

I-D-6. Administrative Functions. The dean has overall responsibility for administrative and managerial functions, including oversight of those functions delegated to vice deans. In addition to required faculty meetings, other college faculty meetings can be called at the discretion of the dean. Faculty members must be notified in writing at least two weeks prior to any faculty meeting, except those for informational purposes only or in extreme cases when meetings must be called on shorter notice. Minutes from faculty meetings and committee meetings should be distributed in a timely manner. Current and archived minutes should be posted electronically in an accessible location.

The dean has the authority to make decisions affecting the execution of College Bylaws. However, the dean will establish such policies in consultation with vice deans, the standing committee on governance and policy, and the faculty.

I-E. RESPONSIBILITIES AND AUTHORITY OF THE VICE DEAN

I-E-1. Title. The title of vice dean is given to a tenured faculty member who is assigned leadership and administrative responsibilities for an academic division. A vice dean is appointed by the provost on recommendation of the dean after a search involving division faculty and as specified in ACD 111-01. The search will culminate in a recommendation to the dean by the search committee. The vice dean serves at the discretion of the dean and is charged with carrying out duties as assigned by the dean or the dean's designate.

I-E-2. Duties. The vice dean will have primary responsibility for managing the division's daily operations, including, but not limited to budget matters, personnel review issues, student issues, course staffing and scheduling, and strategic planning. In consultation with appropriate faculty members, vice deans have the overall responsibility to establish equitable teaching assignments of faculty members including, but not limited to course selection, number of courses, teaching times, and teaching assistance. Also, in consultation with appropriate faculty members, the vice dean is responsible for overseeing the further development of the curriculum and departmental programs, including faculty recruitment. The vice dean also represents the department in its business with other campus and university units and with the external community. The vice dean should work with division faculty members to create a productive and collegial atmosphere that encourages collaboration, excellence, and faculty development.

I-E-2a. Probationary, Promotion, Tenure, and Sabbatical Evaluation Review Procedures. The vice dean will conduct their review of the candidate's portfolio and prepare a report that includes their assessment of the candidate's strengths and weaknesses in relation to the Standards of Academe that provides a recommendation for or against the personnel action in question along with the reasons for this recommendation. As specified in ACD 506-04 and ACD 506-05, the vice dean forwards their report to the College Personnel Evaluation Committee for Tenure-Eligible Faculty members.

I-E-2b. Annual Review. The vice dean will evaluate each faculty member's portfolio and assign ratings for each area under review and overall performance. In addition to assigning ratings, the vice dean will write a description of the faculty member's achievements in relation to the approved goals and the rationale for assignment of ratings. Annual performance evaluations serve three distinct purposes: comply with Board of Regents requirements to encourage faculty to establish goals for continued academic progress; guide decisions about salary adjustments; and institute the first step in the post-tenure review process for tenured faculty. An annual review on progress toward tenure for probationary faculty may occur at the same time and be based on the same material as the annual performance evaluation; however, probationary reviews are prospective and reflect the academic unit's review of the candidate's future promise. Annual performance evaluations are retrospective. The procedures and standards used in annual performance evaluations must be consistent with but are different from those used in retention, tenure, and promotion reviews.

II. VOTING MEMBERSHIP OF THE FACULTY

Faculty members (as defined in these Bylaws in Section I-C-1) have the right to vote in matters consistent with their appointments, their job descriptions, and the guidelines for committee membership. This right includes areas identified here or elsewhere in the bylaws. Only tenured and tenure-eligible faculty can vote on matters related to scholarship including the scholarship sections of the Standards of Academe. Exceptions to this might include full-time faculty members who are on leaves of absence, including sabbatical leaves; those individuals do not vote while on leave. While others may be invited to attend faculty meetings and may be called upon to participate in these meetings, only faculty members will have voting rights.

III. MEETINGS OF THE COLLEGE

The dean calls and conducts regular meetings of the faculty at least two times each fall and spring semester. The dean will announce meetings at least two weeks in advance of the meeting, or in extreme cases when meetings must be called on shorter notice. Faculty members are invited to submit additional items to the dean for placement on the agenda. The dean will distribute the agenda at least 48 hours in advance of the meeting. The agendas for regular faculty meetings shall include reports from the leadership team and chairs of standing committees. Faculty members are expected to attend and participate in meetings. When a faculty vote is necessary for the conduct of business or to make a decision during a faculty meeting (which can be virtual or in-person) a quorum of eligible voters is required. In addition, a quorum is required for passage of any items that require a vote, when said vote is solicited outside of a faculty meeting. A quorum, for votes during meetings or votes that are independent of meetings, is defined as a majority (50% plus one). The exception to this rule is that changes to the bylaws require 2/3 ~~in favor~~ of eligible voters. The dean will arrange to have minutes of the meeting taken. The minutes will minimally include the names of the faculty members present, any motions that were made and voted on, and a summary of all decisions made. The dean will approve the minutes for distribution. The faculty will, when necessary, amend the minutes at its next meeting prior to consideration of a motion for approval.

IV. COMMITTEES

Standing Committees of the College will take minutes including keeping records of their actions and disseminate minutes electronically to the faculty no later than two weeks after the committee meeting. Minutes to be disseminated must not include sensitive material (e.g., personnel decisions, decisions about specific students). Minutes must also be archived electronically for historical purposes. The committee chair should report recommendations, if any, and their rationales within the minutes, and bring any decisions and items needed for faculty deliberation and approval to regularly scheduled faculty meetings. Committee members who are elected to represent a specific division or other unit are responsible for relaying committee actions to their respective vice dean and faculty members.

Committee members are obligated to make good faith efforts to determine when they have a conflict of interest in matters coming before a committee on which they are members. Any faculty member with a conflict of interest must be recused from the discussion and voting on the conflicted matter. Committee elections should be held prior to the end of the spring semester and the term of service will commence on August 16 and end on May 15. Terms of committee members shall be staggered to preserve continuity.

IV-A. STANDING COMMITTEES OF THE COLLEGE

The College has five standing committees: (a) Curriculum Review, (b) Governance and Policy, (c) Personnel Evaluation Committee for Tenure Eligible Faculty, (d) Personnel Evaluation Committee for Non-Tenure Eligible Faculty, and (e) Student Issues. Faculty members are limited

to serving on one standing committee at any one time. Members of standing committees serve three-year terms. Faculty members with yearly appointments may serve on standing committees up to three-years or for the duration of their academic appointment. A faculty member cannot serve consecutive terms on the same college standing committee. A chair for each committee must be elected by the members of the committee at its first meeting of the academic year. The chair of a committee must be tenured.

Members of these standing committees will be elected by the voting membership of the College. Membership on each standing committee is staggered to ensure continuity from year-to-year as well as representation across the various faculty appointments as appropriate. The Governance and Policy Committee will conduct elections. Vice deans and those faculty members on sabbatical or on other leaves are not eligible to serve on any standing committee. Vice deans and faculty members can attend standing committee meetings to present items for the committee's consideration. Attendance during deliberations and voting is reserved for standing committee members.

In the event of a standing committee vacancy with more than six months left in the term, whether due to resignation or unforeseen circumstances, the Governance and Policy Committee shall conduct an election for a replacement for the remainder of the term; at the conclusion of that term, the person so selected may or may not run for a full term. With less than six months left in the term of the committee member, the dean shall select a replacement from a list of faculty members who have been nominated for the position, including self-nominations, who will serve for the remainder of the term; at the conclusion of that term, the person so selected may or may not run for a full term.

If the standing committee work needs to be addressed beyond the academic year (summer), the Committee Chairs, and possibly the full committee may be contacted electronically to address the issue(s).

Individuals on sabbatical leave must resign from all campus obligations, including committees at the College and university levels (ACD 705) during the term of the sabbatical. A replacement will be selected for the sabbatical term based on the provisions in these bylaws. However, faculty members currently on sabbatical or other leaves may stand for election to committees if they can begin their service at the beginning of their elected term.

IV-A-1. Curriculum Review Committee.

The Curriculum Review Committee (CRC) consists of seven members; six of those seven members will be tenure-eligible faculty members and the remainder will be an ex-officio member. The tenure-eligible faculty members shall be elected by the college: Three from Division I and three from Division II. Members shall be elected for a three-year term. Terms shall be staggered to preserve continuity so that two members, one from each Division, rotate on and off the Committee at the beginning and end of each academic year, respectively. The ex-officio member is the College's representative to the University Curriculum and Academic Programs Committee (CAPC).

All business of the CRC will be conducted during the academic year. The CRC will meet six times during the academic year, three times during the fall semester and three times during the spring semester. Meeting dates and times will be announced at the beginning of each academic year to facilitate curriculum planning and approval. When possible, CRC meeting dates will coincide with college faculty meetings. The Chair of the CRC may call additional meetings of the Committee when circumstances warrant.

IV-A-1a. Approval functions of the CRC. The CRC approves curriculum *and* course proposals generated within the College. Prior to consideration of *proposals for curricular change* by the CRC, proposals must be: (a) approved by the discipline and program faculty members; and (b) approved by a vote of faculty members in the Division offering the program. The committee considers the proposal's completeness and its fit with the mission of the college, division, program, and discipline. Annually, the CRC will establish deadlines for curriculum proposal submissions that are consistent with university timelines. Recommendations of the CRC are sent to the proposer and College dean. Then, the dean or dean's designee assumes responsibility for communicating with other colleges as well as the next levels in the curriculum adoption process (e.g., submission to the ASU Senate Curriculum and Academic Programs Committee). A curricular proposal cannot go directly to the dean or to the Senate.

Prior to approval of new course proposals and modified course proposals by the CRC, those course proposals must have been (a) approved by the discipline and/or program faculty members and (b) approved by the respective vice dean. In making the determination, the committee considers whether such courses and syllabi meet program standards and are consistent with ACD and the ASU Senate Curriculum and Academic Programs Committee policies. The committee's recommendations must be forwarded to the College dean for approval no later than one week prior to curricular approval deadlines established by the provost of the university. All new and modified course proposals advanced to the university review process (e.g. Curriculum Change Maker or subsequent course approval tools) must first be approved by the CRC.

IV-A-1b. Advisory functions of the CRC. Representatives from College disciplines, programs, or divisions may bring course and program concept proposals to the CRC for preliminary review to obtain recommendations for development of a full proposal. In determining recommendations, the committee considers college, university, and CRC guidelines and timelines. The CRC reviews proposals from other academic units at ASU or other state universities whose possible implementation might affect college programs, and forwards recommendations from these reviews to the College dean.

IV-A-2. Governance and Policy Committee. The Governance and Policy Committee consists of five tenure-eligible faculty members elected at-large. Four of these members, including the committee chair, must be tenured.

This committee: (a) considers and evaluates the strategic mission of the College; (b) advises the dean on how the strategic mission might be accomplished; (c) reviews and recommends changes annually, if needed, to these Bylaws; (d) evaluates and recommends to the faculty changes, if needed, in the Standards of Academe; and (e) solicits nominations for elections to standing committees and oversees the process with assistance from the dean's office.

IV-A-3. Personnel Evaluation Committee for Tenure-Eligible and Tenured Faculty. The Personnel Evaluation Committee (PEC) consists of seven tenured faculty members elected at-large. Only tenured faculty members who are reviewed for annual performance by the committee are eligible to serve on it. Faculty members seeking either promotion or a sabbatical leave are not eligible to serve on the committee during the year of application for promotion or leave. When reviews are conducted, a faculty member must be recused if a family member's materials are under review and/or when the faculty member's materials are being reviewed.

IV-A-3a. Duties. The committee performs three duties in accord with the principles, standards, and procedures detailed in the Standards of Academe and relevant Arizona Board of Regents and university policies: (a) with the exception of an ad hoc promotion to full professor committee as stipulated below, it evaluates tenure-eligible and tenured faculty (b) it evaluates tenure-eligible and tenured faculty performance and makes its recommendations to the dean regarding each faculty member's annual performance review; and (c) it proposes to the Governance and Policy Committee possible changes in the college governance documents that bear on its personnel evaluation charges and the academic award system.

IV-A-3b. Procedures. At the initial meeting of the PEC, the committee will review the Standards of AcademeSOA to ensure that there is uniform understanding of the Standards of AcademeSOA as they apply to the reviews and recommendations for which they are responsible. Deliberations and recommendations about faculty members must be held in strict confidence. Reviews must be carried out in accordance with the schedule of personnel actions. If the committee's vote is not unanimous, the written report should reflect these judgments and provide majority and minority opinions. The written report should be reviewed, discussed, and signed by the entire committee prior to sending it to the dean.

IV-A-3b1. Annual Performance Evaluation Procedures. The committee will evaluate the portfolio and recommend ratings for each area under review (scholarship, teaching, and/or service) as appropriate to the terms of individual's annual workload agreements and overall performance. In addition to assigning ratings, the committee will write a description of the faculty member's achievements and provide a rationale for its recommendations. The PEC reports are forwarded to the dean. Copies of the recommendations made by the committee and the vice-dean's decision are forwarded to the faculty member after the procedure is completed.

IV-A-3b2. Probationary, Promotion, Tenure, and Sabbatical Evaluation Review Procedures. The review of each candidate's portfolio will be made by the appropriate Personnel Evaluation Committee, which will prepare a written report that outlines the candidate's strengths and weaknesses in relation to the Standards of Academe and that also provides a recommendation for or against renewal, promotion, or tenure along with reasons for this recommendation. As specified in ACD 506-04 or 506-05, the committee makes an independent recommendation, which is informed by the vice deans report and submits its recommendation to the dean. The vice dean will conduct their review of the candidate's portfolio prior to the review by PEC and prepare a report that includes their assessment of the candidate's strengths and weaknesses in relation to the

Standards of Academe that provides a recommendation for or against the personnel action in question along with the reasons for this recommendation. The Vice Dean's report shall be accessible to the PEC when it starts its review process.

IV-A-3b-3. Procedures for Promotion to Full Professor. An ad hoc committee consisting of five (5) full professors will be formed when a faculty member seeks promotion to full professor, all full professors currently serving on the PEC must serve on this ad hoc committee. If there are fewer than five full professors on the PEC, an election will be held to complete the five-member committee with any additional members. Members who are elected and not currently serving on the PEC will serve for a one-year term. Faculty members of the ad hoc committee may not serve for more than three consecutive one-year terms.

Full professors eligible to serve on the hoc committee must have a tenured appointment within the College, and none can hold an administrative position. This committee evaluates candidates for promotion to the rank of professor and makes a final written recommendation to the dean.

Faculty who currently serve on a standing committee may serve on this committee. The committee chair will be determined by the members of the committee.

The dean or dean's designee will notify those full professors serving on the ad hoc committee to review materials of the faculty member seeking promotion to full professor. A time and date for the initial meeting of the committee will be established by the office of the dean. At the initial meeting of the committee, members will select a chair. The committee members will individually review all materials submitted by the candidate and collectively deliberate on the merits of the candidate's file. As specified in ACD 506-05, the committee's deliberations and its recommendation are informed by the vice dean's report. The vice dean will conduct their review of the candidate's portfolio prior to the review by the ad hoc promotion Committee and will prepare a report that includes the vice dean's assessment of the candidate's strengths and weaknesses in relation to the Standards of Academe that provides a recommendation for or against the personnel action in question along with the reasons for this recommendation. The vice dean report shall be accessible to the ad hoc committee when it starts its review process.

When promotion review is conducted, a faculty member must be recused if a family member's promotion materials are being reviewed. A faculty member is also recused if they have published or closely collaborated with the candidate for promotion.

IV-A-4. Personnel Evaluation Committee for Non-tenure Eligible Faculty. The Personnel Evaluation Committee (PEC) for Non-tenure Eligible Faculty consists of seven elected faculty members, made up of three tenured faculty members and four non-tenure eligible faculty members who have been employed by the College full-time for at least two years. Faculty members seeking promotion are not eligible to serve on the committee during the year of

application for promotion. For annual performance reviews, each committee member must be recused when their portfolio or when their family member's materials are reviewed.

IV-A-4a. Duties. The committee performs three duties in accordance with the principles, standards, and procedures detailed in the Standards of Academe and relevant Arizona Board of Regents and university policies: (a) it evaluates non-tenure eligible faculty performance and makes its recommendation to the vice dean regarding requests for promotion; (b) it evaluates non-tenure eligible faculty performance and makes its recommendations to the dean regarding each faculty member's annual performance review; and (c) it proposes to the Governance and Policy Committee possible changes in the College governance documents that bear on its personnel evaluation charges and the academic award system.

IV-A-4b. Procedures. At the initial meeting of the PEC for Non-tenure Eligible Faculty, the committee will review the Standards of Academe to ensure that there is uniform understanding of the Standards of Academe as they apply to the reviews and recommendations for which they are responsible. Deliberations and recommendations about faculty members should be held in strict confidence. Reviews must be carried out in accordance with the schedule of personnel actions.

IV-A-4b. Annual Performance Evaluation Procedures. The committee will evaluate the portfolio and assign ratings for each area under review (teaching and/or service) as appropriate to the terms of individual's annual workload distribution and overall performance. In addition to recommending ratings, the committee will write a description of the faculty member's achievements and provide a rationale for assignment of the ratings. The chair of the committee will forward the evaluation reports to the Dean. Copies of the recommendations by the committee and the vice dean's decision are both forwarded to the faculty member after the procedure is completed.

IV-A-5. Student Issues Committee

The committee consists of: (a) one tenured faculty representative and one tenure-eligible faculty representative from each division; (b) associate director of professional experiences; (c) the director of graduate services; (d) the director of undergraduate services; and (e) one student selected by the chair of the committee as per the recommendation of the committee as a whole.

IV-A-5a. Duties. Subject to relevant university policies, the Student Issues Committee College Hearing Board addresses formal student appeals of decisions made by the vice dean. These may include: grade and plagiarism appeals and appeals regarding student status issues (e.g., program dismissals, student continuation issues, etc.). The committee is convened to serve as a hearing board. The committee forwards its recommendations to the dean. The Student Issues Committee meets at least once each semester in order to review, develop and make recommendations to the faculty, vice deans, and dean regarding college policies and procedures affecting students, such as those relating to admissions, continuation, retention, or professional conduct.

IV-B. AD HOC COMMITTEES

The dean appoints ad hoc committees as needed by the College. Such committees include accreditation review committees, faculty search committees (subject to the provisions below), or committees needed for specific tasks. Depending on the committee's charge, the dean may appoint a committee chair or ask that the members elect the chair.

IV-B-1. Tenure Eligible Search Committees. Search committees consist of four tenure-eligible faculty members. All tenure-eligible faculty members of the College are eligible to serve on search committees. Consistent with the policies established in ACD 111-01, at least half of the members of each search committee shall be elected by tenure-eligible faculty members in the College in elections conducted by the Governance Committee. The remaining members of the search committee including its chair are appointed by the dean. Once a search is approved, the dean notifies the chair of the Governance Committee to solicit nominees and conduct elections for each search committee.

IV-B-1a. Duties. In consultation with the dean or their designee, it is the responsibility of the search committees to manage faculty searches (e.g., make determinations of job descriptions, advertise openings, receive and maintain applications, and prepare required university and campus reports). Having reviewed applications and supporting materials, conducted interviews, checked references, and sought input from the faculty, search committee members should report on the final candidates' strengths and weaknesses to the dean, who is in turn responsible for communicating their recommendation to individuals at the next level in the appointment process.

IV-B-1b. Procedures. The faculty and the dean should collaborate to: (a) ensure that at least one member of the search committee is from the division and discipline area in which the vacancy is located; and (b) ensure that search committees follow all relevant Arizona Board of Regents, university policies, and the approved recruitment and hiring procedures issued by the vice provost for academic affairs.

IV-B-2. Search Committees for Non-Tenure Eligible Faculty.

Search committees for non-tenure eligible-faculty consist of four faculty members. All faculty members of the college are eligible to serve on these search committees. Consistent with the policies established in ACD 111-01, at least half of the members of each search committee shall be elected by faculty members in the College with elections conducted by the Governance Committee. The remaining members of the search committee including its chair are appointed by the dean. Once a search is approved, the dean notifies the chair of the Governance Committee to solicit nominees and conduct elections for each search committee. Elections for these searches may include tenure or tenure-eligible faculty and non-tenure eligible faculty.

IV-B-2a. Searches. In consultation with the dean or the dean's designee, it is the responsibility of the search committees to manage non-tenure-track faculty searches (e.g., make determinations of job descriptions, advertise openings, receive and maintain applications, and prepare required university and campus reports). Having reviewed applications and supporting materials, conducted interviews, checked references, and sought input from the faculty, search

committee members should report on the final candidates' strengths and weaknesses to the dean, who is in turn responsible for communicating their recommendation to individuals at the next level in the appointment process.

IV-B-2b Procedures. The faculty and the dean should collaborate to: (a) ensure that at least one member of the search committee is from the division and discipline area in which the vacancy is located; and (b) ensure that search committees follow all relevant Arizona Board of Regents, university policies, and the approved recruitment and hiring procedures issued by the vice provost for academic affairs.

IV-B-3. Doctoral Executive Council. The Doctoral Executive Council (DEC) shall be considered a Council that includes appointed and elected faculty members, doctoral students and staff. The DEC shall be comprised of the following members: Appointed-Executive Director of the Doctoral Programs (serving as Chair of the DEC); Appointed-Chairs of the three Doctoral Program Committees, including LLT, EPE and L&I; Elected-four tenured – tenure track at-large members (2 faculty elected from Divisions 1 and 2 each), Elected- student representative from the Teachers College Doctoral Council and one elected student at-large representative. Non-voting members, including the Doctoral Program Committee's administrative assistants and program coordinators, will be included. DEC meetings are open for all faculty and agendas and meeting minutes will be posted in accordance with MTLTC Bylaws. The Vice Deans and representatives from the Office of Scholarship and Innovation are invited regularly to join DEC meetings for updates and collaborations.

IV-B-3a. Duties. The DEC shall be responsible for the integrity and quality of doctoral education across the College. Its duties include (a) developing procedures, policies, and guidelines that apply across doctoral programs and within specific programs, (b) planning and conducting assessment and evaluations for improvement of doctoral programs in the college, (c) addressing individual issues as requested by the Dean, Vice Deans, and brought forward from the Governance and Policy Committee, and d) overseeing, reviewing, and revising curriculum requirements and procedures in accordance with faculty input and voting.

Responsibility to College Faculty: The Doctoral Executive Committee represents all MLFTC faculty in overseeing doctoral programs including procedures, curriculum, and evaluation. The DEC will seek input from faculty in a timely manner regarding cross-program issues that arise during each academic year. In addition, the DEC shall provide the college faculty with written proposals for changes to the doctoral curriculum and substantive structural changes guiding doctoral program operations to be voted on in a timely manner. The DEC will provide a reasonable opportunity for input before making decisions or requesting a faculty vote on specific proposals. The Doctoral Executive Council shall report annually to the College faculty on the status of doctoral education in the College and post minutes and agendas according to stated bylaw procedures. The DEC is accountable to the college bylaws.

V. PROCEDURES FOR AMENDING THE BYLAWS

The Governance and Policy Committee shall request written suggestions from the faculty for revisions, additions, and deletions to these Bylaws. A draft containing the appropriate

modifications will be prepared and reviewed by this committee. Then the draft will be circulated to the faculty and discussed at a regularly scheduled faculty meeting. Following any subsequent revisions made at that meeting, the faculty will receive a copy of the amended document. Faculty members will vote to approve or disapprove each of the changes to the document following the initial presentation of the recommended changes. This approval requires a two-thirds majority vote of the quorum of the faculty (defined as a majority (50% plus one) of the voting faculty). If any change is disapproved, the original version of that section remains in effect. The dean will send the amended document to the provost for administrative review and approval. When approved, the revised document becomes effective.

VI. PROCEDURES FOR SUSPENDING THE BY-LAWS

Suspension of the Bylaws is limited strictly to procedural rules. The suspension cannot deprive the faculty of any fundamental right delineated in the Bylaws, such as rules governing quorum and vote requirements. A motion to suspend the Bylaws shall pass with a two-thirds vote of those present if at least a majority (50% plus one) of the voting faculty are present.