

**BYLAWS OF THE
Ira A. Fulton Schools of Engineering
ARIZONA STATE UNIVERSITY**

**Approved by the Faculty Assembly on March 30, 2011
and Revised April 30, 2012**

PREAMBLE

These bylaws govern the operation of the Ira A. Fulton Schools of Engineering at Arizona State University.

ARTICLE ONE. THE ORGANIZATION

The name of the organization is the Ira A. Fulton Schools of Engineering (hereafter called the FSE) and is part of Arizona State University (hereafter called the University).

- A. The Faculty of the FSE includes the faculty of each of the Schools within the FSE. These schools currently include the School of Biological and Health Systems Engineering, the School of Computing, Informatics, and Decision Systems Engineering, the School of Electrical, Computer, and Energy Engineering, the School for Engineering of Matter, Transport, and Energy, and The School of Sustainable Engineering and the Built Environment. Faculty from schools which are joint with units outside FSE, such as the School of Arts, Media and Engineering (in partnership with the Herberger Institute for Design and the Arts), and the School of Earth and Space Exploration (in partnership with the College of Liberal Arts and Sciences), will be faculty of FSE if their tenure home is within the FSE.
- B. The Faculty of the FSE has rights and responsibilities accrued to it, as outlined in these bylaws, and by the Academic Affairs policy manual (ACD) and the Arizona Board of Regents Policy Manual (ABOR).
- C. The FSE will be directed by the Dean of the Ira A. Fulton Schools of Engineering. In addition to the Dean, there will be:
 - 1. The Dean may appoint Associate and Assistant Deans as are necessary to the functioning of the FSE.
 - 2. The Dean will designate among the Associate and Assistant Deans (or among FSE Faculty, in absence of Associate and Assistant Deans) one whose duties will include academic and student affairs. This person must be a tenured faculty member within one of the Schools of the FSE, and serves as a member of two FSE committees, as detailed below.

ARTICLE TWO. THE ASSEMBLY

The Assembly of the FSE (hereafter called the AFSE) consists of all faculty members who hold the rank of lecturer, assistant professor, associate professor or professor in a tenured or tenure-track position, with the tenure home in the FSE and whose position is budgeted fifty percent or more in the FSE, lecturers and professors of practice with more than 50% appointments in FSE, and all academic professionals with multiple year, probationary, or continuing appointment positions, who are budgeted fifty percent or more in the FSE. The AFSE is the primary input of the faculty and staff of the FSE on governance within the FSE. The AFSE, as well as Committees defined below, provide guidance and input to the Dean of the FSE, as well as provided feedback to the faculty on governance. The AFSE normally exercises its authority through its representative body, the Executive Committee.

A. All AFSE members have voting rights except:

1. Faculty members, who are on a leave of absence other than a sabbatical leave.
2. Faculty members who are serving in administrative assignments such that less than 15% of their assignment remains as a faculty member in the FSE.

All those AFSE members with voting rights are referred to as AFSE Voting Members hereafter.

B. The meetings of the AFSE are open so that other individuals (including emeritus faculty and other non-members specifically invited by the Dean) may attend said meetings. Although these individuals may attend the meetings and offer their opinions, they do not have voting rights.

C. The Dean of the FSE, or the Executive Committee, may call the AFSE into session at least once each year, while classes are in session, to hear the Dean's report on the state of the FSE and to consider such matters as have been referred to the AFSE. Such a meeting must be announced at least 5 working days prior to the meeting. Notices may be given by electronic mail.

D. The Dean must call a special session of the AFSE, to be held within ten working days, upon receipt of a petition signed by 5% of the membership. Such a petition must state the specific item(s) to be considered at the meeting. Notice of any special meeting may be given by electronic mail.

ARTICLE THREE. OFFICERS OF THE AFSE

- A. The Dean is automatically President of the AFSE. The president shall:
1. Schedule and preside over the meetings of the AFSE.
 2. Implement the policies contained in these bylaws.
- B. The Secretary to the AFSE shall:
1. Be elected for a three year term from the FSE membership;
 2. Shall serve on the executive committee of the AFSE.
 3. Shall edit the minutes and all of announcements of the AFSE before they are published and/or distributed.
 4. Distribute all documents necessary for the deliberations of the AFSE, including the agenda.
 5. Shall review the bylaws of the FSE annually to update ACD policy manual references and shall propose amendments to these bylaws necessary to maintain consistency with University policy and shall ensure that the updated document is available to every current member via an appropriate website.
 6. Shall be assisted by an appropriate staff member appointed by the Dean. This assistant shall take the necessary notes to prepare the minutes of the AFSE, and will prepare other announcements, as directed by the Secretary of the AFSE, for subsequent publication and/or distribution.
- C. A Parliamentarian will be appointed each fiscal year by the Dean, and will have the responsibility of assuring that meetings of the FA are conducted in accordance with the latest edition of *Robert's Rules of Order*, and Article 5 below.

ARTICLE FOUR. THE EXECUTIVE COMMITTEE

The Executive Committee of the AFSE shall compose the Secretary of the AFSE, and two tenured, or tenure-track, faculty members from each school within the FSE. The Executive Committee shall choose its chair from among its membership. The Executive Committee shall provide advice and recommendations to the Dean, as representation of the individual Schools within FSE. The Executive Committee also has the responsibility to provide communication to the AFSE with regard to governance at the FSE level.

1. The Executive Committee will meet on a monthly basis in order to provide for the flow of information from the FSE level to the individual schools and faculty.
2. The Executive Committee will work with the Dean and the AFSE Secretary to ensure that issues raised at AFSE meetings are adequately addressed.
3. The Secretary of the AFSE shall maintain a secure website where minutes of the Executive Committee and AFSE meetings are posted. Results of actions of FSE Committees will also be available from this website.
4. Proposals for policy changes within FSE, whether from administrator, standing committee, unit heads, or individual faculty, should be discussed by the Executive Committee as a means to insure that information flows back to the individual schools. It is a duty of members of this committee to keep their schools so informed.
5. The Executive committee shall appoint a nominating committee for the position of Secretary of the AFSE. The nominating committee proposes candidates and runs the elective via email ballot. No member of the Executive Committee may be a member of the nominating committee.

ARTICLE FIVE. RIGHTS, PRIVILEGES AND RESPONSIBILITIES OF THE AFSE

The AFSE shall possess all rights, privileges and prerogatives conferred upon unit faculty and staff by the Board of Regents, the University administration, and the Faculty Constitution and Bylaws of Arizona State University (see ACD 203-01). Specifically, the AFSE shall make recommendation:

1. To form faculty governance at the FSE level.
2. To formulate bylaws detailing the governance of the FSE.
3. To formulate the rules and procedures for academic discipline of students.
4. To establish guidelines for teaching responsibilities of faculty.
5. To establish guidelines for awards for student achievement.
6. To receive and act upon reports of its standing committees.
7. To select Senators for the University Senate by vote.

ARTICLE SIX. CONDUCT OF AFSE MEETINGS

- A. For all meetings of the AFSE, the president shall prepare an agenda, which shall be finalized and sent to each member of the AFSE at least ten working days prior to the meeting day. Any member may have an item of business placed on the agenda by notifying the president prior to the distribution of the agenda, but items for which the notification fails to meet the above deadline will be held over to the next meeting of the AFSE.
- B. Attendance at a meeting by 25% of the members of the AFSE, providing that there is representation from all Schools within FSE, shall constitute a quorum for the conduct of business. A quorum is required for any vote on items from the agenda.
- C. If a quorum is not obtained for a meeting for which there is a vote scheduled, or if a vote is required when no meeting is scheduled, the Secretary of the AFSE shall enlist the individual schools to conduct the ballot with results returned to the Secretary. The outcome of the vote will be determined by a simple majority of returned ballots.
- D. An item of new business that is not explicitly listed on the agenda can be discussed but cannot be acted upon until the next meeting where it shall be on the agenda. However, it can be acted upon if a quorum is present and with the approval of at least two-thirds of those present and voting.
- E. Minutes of the previous meeting shall be published prior to the next scheduled meeting and distributed with the agenda for that meeting.
- F. In all matters not specified in these Bylaws, the latest edition of *Robert's Rules of Order* will govern the procedures and discussions during meetings of the AFSE. The Parliamentarian is responsible for assuring that the meetings are run in this manner. The FSE will maintain an up-to-date version of the book for this purpose.

ARTICLE SEVEN. COMMITTEES OF THE FULTON SCHOOLS OF ENGINEERING

- A. The *Dean's Faculty Advisory Council* shall advise the Dean in personnel matters involving promotions, tenure and retention of faculty. A member shall not vote on personnel matters involving a member of their academic unit. The Council shall consist of two tenured faculty representatives from each School within the FSE. Chairs/Directors and Assistant/Associate Deans are not eligible for membership on this council.

- B. The *Dean's Academic Professional Advisory Council* shall advise the Dean in personnel matters involving promotions, continuing status, and retention of academic professionals. A member shall not vote on personnel matters involving a member of the unit in which they are employed. The Council shall consist of three academic professionals elected by the academic professionals of the Fulton Schools of Engineering.
- C. Standing committees will be composed of members serving 3 year, staggered terms, with the Chair selected by the Dean from the committee membership. The standing committees generally report their findings via recommendations to the Dean(s), but these are also to be communicated to the Executive Committee to assure that communication flows to the individual schools. The standing committees are:
1. The *Academic Standards Committee* shall advise the Dean, and the Executive Committee, in matters concerning the enforcement and interpretation of the FSE academic standards as stated in the University catalogs and in FSE policies, and recommend to the Dean and the Executive Committee policies and procedures related to scholarships, honors, internships and awards. The Committee shall consist of two faculty members from each of the Schools within the FSE. The Dean's designee for academic and student affairs, , shall serve as an *ex officio* member of the Committee.
 2. The *Curriculum Committee* shall consider all proposals involving curricular changes or additions within the FSE, and make recommendations to the Dean, and the Executive Committee, regarding their disposition. General curricular proposals may originate with the Dean or with the faculty in a particular School within the FSE. Proposals involving a specific academic program must originate with the faculty within that program. The Committee shall meet at least three times each semester. Items referred to the Committee must be considered at its next scheduled meeting. The Committee membership shall consist of two faculty members from each of the Schools within the FSE, and a student representative selected by the ASASU senators from the FSE. The Dean's designee for academic and student affairs and a representative of the Maricopa Community College District shall serve as *ex officio* members of the Committee.
 3. The *Committee on the Quality of Instruction* shall consider any matters relating to faculty development and the improvement of instruction, including teaching evaluation and selection of awardees for the teaching awards in the FSE. Their recommendations shall be reported to the Dean, the Executive Committee, and the AFSE. The Committee membership shall consist of one faculty member from each School within the FSE, and a student representative selected by the ASASU senators from the FSE.

4. The *Committee on Review* shall assist faculty members and academic professionals in resolving differences over personnel matters within the purview of the FSE, including performance evaluation. The Committee shall not consider appeals of recommendations made by the Dean's Advisory Council, but shall consider situations for which no regular channels for appeal exist, or after all normal appeal procedures within the FSE have been exhausted. The Committee shall use non-adversarial, fact-finding procedures, and will report its findings and its recommendation to the Dean. The committee shall also consider policies and procedures relating to student organizations, safety, welfare, and rights. The Committee membership shall consist of one tenured faculty member from each of the Schools in the FSE and an academic professional selected by the Committee on Committees.
- D. The Dean may appoint such other committees as are necessary to carry on the business of the FSE on an ongoing, or *ad hoc*, basis.
- E. FSE-wide faculty search committees will be formed with membership from each candidate school within FSE. These committees are appointed by the Dean.

ARTICLE EIGHT. DISTRIBUTION

Copies of the approved bylaws will be provided to each member of the AFSE by the Secretary.

ARTICLE NINE. CLARIFICATION AND HIGHER AUTHORITY

In areas not specifically addressed by this document, the FSE and its units adhere to Arizona State University policies as outlined in the Academic Affairs Policies and Procedures (ACD) Manual and those of the ABOR policy manual. Should any policy or procedure defined in these bylaws conflict with a policy or procedure defined in the ACD Manual, the ACD Manual takes precedence. If there is a conflict between the ACD manual and ABOR manual, the ABOR manual takes precedence over all lower levels of policy or bylaw. Questions of clarification should be directed to the SFSE, which will review areas of ambiguity and bring a recommended interpretation to the Dean. The recommendation may be appealed to the AFSE.

ARTICLE TEN. PROPOSED AMENDMENTS TO THE BYLAWS

- A. Proposals for Amendments to the Bylaws must be sent to the members of the AFSE at least ten days prior to the date on which action is to be taken upon them. This provision is not subject to a motion to suspend the rules.
- B. Amendments to the Bylaws require a two-thirds majority of those AFSE members voting according to the voting rules of Sec. 6C.