




College	Ira A. Fulton Schools of Engineering
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**Ira A. Fulton Schools of Engineering
Schools Bylaws**

Approved by the Executive Committee on November 2, 2018

Approved by the Faculty Assembly on February 4, 2019

Approved by the Dean on April 15, 2019

**Bylaws of the
Ira A. Fulton Schools of Engineering
Arizona State University**

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 following:
1. School of Biological and Health Systems Engineering
 2. School of Computing, Informatics, and Decision Systems Engineering
 3. School of Electrical, Computer, and Energy Engineering
 4. School for Engineering of Matter, Transport, and Energy
 5. School of Sustainable Engineering and the Built Environment
 6. The Polytechnic School

Tenure-track faculty holding joint appointments with units outside the FSE are considered faculty of the FSE if their tenure home is within the FSE. Non-tenure track faculty (with 50% or more appointment with FSE) holding joint appointments with units outside FSE are considered faculty of the FSE if they have significant teaching and/or research responsibilities with units within FSE such as teaching one or more classes in FSE and/or mentoring one or more graduate students in FSE and/or funding primarily from an FSE research grant.

- 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:
1. The Dean may appoint Vice Deans, Associate Deans, and/or Assistant Deans as are necessary to the functioning of the FSE. The Dean can designate each of those as her/his representative as she/he finds appropriate.

2. The Dean will designate among the Vice or Associate Deans (or among the FSE Faculty, in the absence of Vice or Associate 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 in Article Seven of these Bylaws.
3. The Dean may designate among the Vice or Associate Deans (or among the FSE Faculty, in the absence of Vice or Associate Deans) one whose duties will include faculty administration. This person must be a tenured professor within one of the Schools of the FSE.
4. The Dean may designate among the Vice or Associate Deans (or among the FSE Faculty, in the absence of Vice or Associate Deans) one whose duties will include the advancement of research and innovation. This person must be a tenured professor within one of the Schools of the FSE.

ARTICLE TWO. THE ASSEMBLY

The Assembly of the FSE (hereafter called the AFSE) consists of all faculty members who hold a tenured or tenure-track position with the tenure home in the FSE and whose position is fifty percent or more of the full-time equivalent in FSE, lecturers, clinical faculty, research faculty and professors of practice with more than fifty percent of their 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 entity for transmitting input of the FSE faculty ~~and staff~~ 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 provide feedback to the faculty on governance. The AFSE normally exercises its authority through its representative body, the Executive Committee, as defined in Article Four of these Bylaws.

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

- 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, should call the AFSE into session at least once each academic 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. Notice of the

meeting 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. Serve as a non-voting member of the executive committee of the AFSE.
 - 3. Edit the minutes and all announcements of the AFSE before they are published and/or distributed.
 - 4. Assist in the preparation of all documents necessary for the deliberations of the AFSE, including the agenda, before they are distributed.
 - 5. Review the Bylaws of the FSE annually to update ACD policy manual references, propose amendments to these Bylaws necessary to maintain consistency with University policy, and ensure that the updated document is available to every current member of the AFSE via an appropriate website.
 - 6. Be assisted by an appropriate staff member appointed by the Dean. This staff member will take the necessary notes to prepare the minutes of the AFSE and will prepare other announcements for subsequent publications and/or distribution, as directed by the Secretary of the AFSE.
- 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. In the absence of the appointment of a designated Parliamentarian, the Secretary to the AFSE shall serve as the Parliamentarian.

ARTICLE FOUR. THE EXECUTIVE COMMITTEE

The Executive Committee of the AFSE shall consist of the Secretary of the AFSE, and two tenure or tenure-track faculty members from each school. The Executive Committee shall choose its chair each year 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. School Directors as well as Vice/Associate/Assistant Deans are not eligible for membership in the Executive Committee.

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, and vice-versa.
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 will work with the staff person designated by the Dean to 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 at this website.
4. Proposals for policy changes within FSE, whether from administrators, standing committees, unit heads, or individual faculty, should be discussed by the Executive Committee as a means to ensure 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 filling the position of Secretary of the AFSE. The nominating committee proposes candidates and runs the election via email ballot. No member of the Executive Committee may be a member of the nominating committee.
6. Members of the Executive Committee shall be appointed by the School Director, unless the unit has adopted a different protocol as outlined in its own Bylaws, in which case the School may follow its agreed-upon and documented protocols for designating faculty representatives to the Executive Committee.
7. As with other standing committees of FSE, Executive Committee members serve three-year staggered terms and may not serve more than two terms consecutively. After two consecutive terms of service, a member must rotate off the committee for at least one year before commencing a new term of service. Member terms shall be staggered within each school.

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 recommendations:

1. To carry out 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 instructional 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 five 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 at least 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 present 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 at least 10 days advance notice, 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 placed 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

I. STANDING COMMITTEES

- A. Standing committees will be composed of members serving three-year staggered terms, with the Chair selected by the Dean from the committee membership. In the case of the Executive Committee, however, committee members shall select or elect the chair from the executive committee membership by majority vote.
- B. Faculty representatives of the schools in the FSE standing committees shall be elected, selected, or appointed during the spring semester by unit-level processes defined in the school Bylaws, and shall take office on the first day of the fall semester. Committee members may not serve more than two terms consecutively. After two consecutive terms of service (i.e., six uninterrupted years of service), a member must rotate off the committee for at least one year before commencing a new term of service. Exceptions to this provision are allowed in instances where there is an insufficient number of faculty eligible or willing to serve. All such exceptions must be approved by the Dean or her/his designee.
- C. Faculty representatives may not serve on a FSE committee during a sabbatical year/semester, or when on an extended leave of absence in excess of three months during the academic year.
- D. The standing committees generally report their findings via recommendations to the Dean(s), but these may also be communicated to the Executive Committee when appropriate to ensure that communication flows to the individual schools.
- E. A simple majority of a committee constitutes a quorum.
- F. The standing committees are as follows:
 - 1. The *Executive Committee* – Please refer to Article Four of these Bylaws.
 - 2. The *Dean's Faculty Advisory Council* shall advise the Dean in personnel matters involving promotions, tenure and retention of faculty. The Council shall consist of two tenured faculty representatives from each School within the FSE. The members of the Council are either directly elected by the faculty of their School, or appointed by an elected body, such as the unit's Personnel Committee. At least one representative of each School should hold the rank of full professor. Alternatively, at least six members of the Council must hold the rank of full professor. Only a full professor may serve as chair. A member shall not vote on personnel matters involving a member of her/his academic unit. Only full professors may vote on cases of promotion to the rank of full professor. Chairs/Associate Directors/Directors and Assistant/Associate/Vice Deans are not eligible for membership on this council.

3. The *New Faculty Advisory Council* (NFAC) shall facilitate the integration of new FSE faculty into ASU by fostering a culture of collaboration and community. Furthermore, NFAC advises the Dean on issues relevant to new faculty members with the aim of welcoming new faculty and providing opportunities for their professional development. The Council is made up of faculty representatives who are members of the AFSE, with at least one and no more than three representatives from each of the six schools in FSE. The members may be elected or appointed to serve, with Council membership limited to no more than one three-year term in the case of this specific committee.
4. 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. The Committee will also 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. Faculty representatives must be members of the AFSE. The Dean's designee for academic and student affairs shall serve as an ex officio member of the Committee.
5. 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 from within the faculty of that program. The Committee shall meet at least three times each semester, unless otherwise agreed upon by a majority of the committee members. 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 of the FSE. The faculty representatives must be members of the AFSE *and* have at least 20% of their assigned duties allocated to teaching in each of the previous three years. 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.
6. 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. The faculty representatives must be members of the AFSE *and* have at least 20% of their assigned duties allocated to teaching in each of the previous three years.

7. *The Sabbatical Advisory Committee* reviews applications for sabbatical leave and makes recommendations to the Dean. The Committee shall consist of one faculty representative from each school within the FSE. The faculty representatives must be members of the AFSE.

II. AD HOC COMMITTEES

- A. 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. In general, the duration and terms of service, (s)election or appointment of Chair, and other provisions as described for Standing Committees are also applicable to Ad Hoc Committees. However, some discretion may be exercised in view of the ad hoc nature of these committees.
 - B. The Ad Hoc committees include, but are not limited to:
 1. The *Dean's Academic Professional Advisory Council* shall advise the Dean in personnel matters involving promotions, continuing status, and retention of academic professionals (as defined in ACD 505-03). A member shall not vote on personnel matters involving a member of the unit in which she/he is employed. The Council shall consist of three academic professionals elected by the academic professionals of the Fulton Schools of Engineering.
 2. 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 recommendations 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 Dean's Academic Professional Advisory Council. If the Council is not in place at the time when a member is to be selected, then the academic professional representative will be elected by the academic professionals of the FSE through e-mail ballot conducted by the Secretary of the AFSE.
- III. FSE-wide faculty search committees will be formed with membership from each candidate school within FSE. These committees, and their chairpersons, are appointed by the Dean or her/his designee.
 - IV. The Dean may appoint such other committees as are necessary to carry on the business of the FSE on an on-going, or ad hoc, basis.

ARTICLE EIGHT. DISTRIBUTION

Copies of the approved Bylaws will be provided to each member of the AFSE by the Secretary or the appropriate staff member appointed by the Dean.

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 Executive Committee, which will review areas of ambiguity and bring a recommended interpretation to the Dean.

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 voting according to the voting rules of Sec. 6B and 6C except that a two-thirds majority of the returned ballots is required.