

SANFORD SCHOOL BYLAWS

(revised 4/16)



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T. DENNY SANFORD SCHOOL OF SOCIAL AND FAMILY DYNAMICS

COLLEGE OF LIBERAL ARTS AND
SCIENCES ARIZONA STATE UNIVERSITY

BYLAWS
(revised 4/16)

Name

This organization will be called the *T. Denny Sanford School of Social and Family Dynamics*. In this document, the organization is also called "The Sanford School".

Voting Membership

Individuals are considered voting members in The Sanford School when their FTE is at least 50% in The Sanford School and they hold the rank of Assistant Professor, Associate Professor, or Professor or are on fixed-year renewable contracts (non-tenure track faculty includes instructors, lecturers, senior lecturers, principal lecturers, clinical faculty, research faculty, and professors of practice). Non-tenure track faculty cannot vote on personnel matters concerning tenured or tenure-track faculty members. Voting members constitute The Sanford School Assembly.

Faculty Meetings

When needed, the Sanford School Assembly generally meets on the first Wednesday of the month. Special meetings may be called at the discretion of the Director or when at least one-third of the voting members of The Sanford School request a special meeting in writing and specify its purpose. The Director of The Sanford School calls and conducts these meetings. Unless specified otherwise by the Director, all members of The Sanford School (as outlined above) are invited to attend and to submit items to the Director for possible placement on the agenda. Except in an emergency, the Director will announce meetings at least one week in advance and distribute the agenda at least 48 hours in advance. School business will be conducted only when a quorum is present. A quorum is 50% or more of the members of The Sanford School Assembly.

In most matters put to a vote, a simple majority can make the decision. (Exceptions include the changing of these bylaws that requires a 2/3 vote of The Sanford School Assembly).

Depending on the matter at hand, voting may be by unanimous consent, voice vote, or by ballot. The request by any voting member that a secret ballot be used for a particular issue will be honored. If a ballot is used, The Sanford School's Business Manager will count the results. The ballots will be destroyed after the results are announced.

The Director will conduct the meetings according to the latest edition of *Robert's Rules of Orders*. Equally important to parliamentary procedure is a spirit of collegial and mutual respect.

If there are procedural disagreements, The Sanford School Assembly will appoint a parliamentarian as needed to consult with the Director to settle the dispute.

Minutes of each meeting shall be taken and distributed to all School members as defined above within 10 working days after the meeting. The Director will approve the minutes for distribution. Readers should submit corrections and additions either before or at the next School meeting where attendees will approve the minutes. One copy of the minutes shall be stored in the Business Manager's office for safekeeping. The minutes shall include how many members were in attendance, the names of those making motions and amendments, and a summary of all actions taken.

Director of the T. Denny Sanford School of Social and Family Dynamics

The Dean of the college appoints the Director, with the concurrence of the Provost. He or she serves at the discretion of the Dean and the Provost. The Director is responsible for the efficient execution of university policies and for the overall leadership of the unit, but involves members of the faculty and staff in carrying out those responsibilities through consideration of their counsel and concerns. Duties of The Sanford School Director include (but are not limited to): evaluating faculty (independent of the Personnel Committee) for tenure, promotion, annual review, and merit, culminating in a written recommendation to the Dean of the College of Liberal Arts and Sciences (CLAS); making salary recommendations for faculty members; making recommendations concerning leaves of absence; and making recommendations concerning sabbatical leaves. Other duties of the Director include: managing the operations and capital equipment budgets, overseeing the operations and space utilization of The Sanford School office, allocating the workload of staff members, determining teaching loads and scheduling, planning for the development of degree and course work, encouraging excellence, and maintaining a productive atmosphere and managing day-to-day operations. The Director supervises planning and coordination of program offerings, research, and public service, and the recruitment and hiring of persons to fill vacant and new positions. The Director will appoint members of the standing and ad hoc Committees (except where noted below), and makes personnel decisions such as temporary and extension appointments and staff hires. Recommendations made by the faculty and staff are advisory to the Director, who is ultimately responsible for the successful management of The Sanford School.

Responsibilities and Officers of the Faculty

The Sanford School encourages faculty members to achieve a balance in their commitments to teaching, research, and service, all of which are viewed as integral and necessary parts of the University's mission and purpose. All members in The Sanford School share in the responsibility for its success. In addition to their teaching and research responsibilities, faculty members share in the leadership responsibilities outlined below.

All officers of The Sanford School must be members of The Sanford School Assembly. If an officer is to be on leave for one semester during a term of office, a replacement may be appointed to serve in an acting position for the one semester. However, if an individual is to be gone for two semesters, a replacement will be appointed.

Associate Director(s)

The Director has the option to appoint the Associate Director(s) who serves at the discretion of the Director. Responsibilities may include (but are not limited to):

- Assisting in aspects of managing and running The Sanford School,
- Assisting in personnel development and review,
- Serving as Acting Director in the absence of the Director,
- Serving as the Coordinator of the Leadership Committee,
- Serving in such other capacities as requested by the Director.

Chair(s) of the Personnel Committees

Once the Personnel Committees are formed, the Committee members designate the Chair of each committee (see Personnel Committee election process below). The Chair of the Tenure Track Personnel Committee is a tenured Associate or Full Professor. The Chair of the Non-Tenure Track Personnel Committee should have sufficient experience in the Sanford School as a faculty member to effectively lead the committee. Such experience would be indicated by advanced rank (Senior or Principal Lecturer; Associate or Full Research, Clinical, or Practice Professor) and/or experience in the unit (e.g., time in rank, leadership experience). The Chairs serve a 1-year term that can be renewed. Responsibilities include (but are not limited to):

- Chairing the respective Personnel Committees,
- Coordinating with the other Personnel Committee Chair and Director to establish and document evaluation procedures such that maximal cross-committee and temporal consistency are ensured,
- Organizing faculty's annual performance evaluations by the Personnel Committees and submitting the recommendation to the Director,
- Evaluating faculty for promotion, tenure, and continuing status, as relevant,
- Organizing the Personnel Committee's evaluation of Sabbatical Leave applications and submitting the recommendation to the Director, as relevant,
- Communicating Personnel related policy recommendations to The Sanford School Assembly and the Director,
- Directing any other activities related to Personnel as assigned by the Director.

Directors of Graduate Studies

Generally, there are at least four Directors of Graduate Studies—one for the doctoral program in Family/Human Development, one for the doctoral program in Sociological Inquiry, at least one for the terminal master's program in Marriage and Family Therapy, and at least one for the

online terminal master's programs in Family/Human Development and in Sociology. The Directors of Graduate Studies for the doctoral programs are tenured faculty members who have had considerable experience in working with graduate students. The Director(s) for the terminal masters programs are Sanford School faculty who are involved in the respective programs. Each Graduate Director is appointed by the Director and serves at the discretion of the Director (renewed annually). Responsibilities include (but are not limited to):

- Chairing the Graduate Committees on graduate matters (curricula, programming, etc.),
- Coordinating school activities with the Graduate College,
- Directing the recruitment and admission of graduate students,
- Assisting with the placement of graduate assistants,
- Ensuring that graduate students receive timely feedback on their performance and status,
- Addressing issues related to graduate student questions, grievances, and problems,
- Directing any other activities related to the graduate program as assigned by the Director,
- Keeping the *Graduate Handbook* current.

Director of Undergraduate Studies

At least one Director of Undergraduate Studies is a Sanford School faculty member who is appointed by the Director and serves at the discretion of the Director (renewed annually). The Director(s) of Undergraduate Studies are responsible for Student Affairs and Undergraduate Programming. Responsibilities include (but are not limited to):

- Chairing the Undergraduate Committee,
- Serving as liaison to organizations/committees involving undergraduate matters,
- Maintaining effective communication with the faculty concerning the undergraduate programs,
- Recommending and processing changes in undergraduate courses and degree programs,
- Addressing issues relating to undergraduate academic honesty, plagiarism, and student conduct,
- Recommending and processing changes in undergraduate courses and degree programs,
- Directing any other activities related to the undergraduate program as assigned by the Director.

Academic Senator(s)

The Sanford School Assembly will elect The Sanford School's faculty senator(s). When a Senate position is to be filled, members of The Sanford School Assembly can self-nominate by sending nominations to the Business Manager. The Director will gather these and include all names on a ballot when the slate for the Personnel Committee is distributed (see below).

Members of The Sanford School Assembly will then cast a vote in a secret ballot. The nominee(s) with the largest number of votes will become the new Senator(s).

Responsibilities of Academic Senators include (but are not limited to):

- Attending all University and College Academic Senate meetings or arranging a substitute,
- Representing the interests of The Sanford School through the Academic Senate,
- Bringing University and Academic Senate concerns back to School faculty,
- Participating on Academic Senate committees.

School Committees

Membership on The Sanford School's committees generally is restricted to members of The Sanford School Assembly or SSFD graduate students. Committee members are obligated to make a good faith effort to determine when they have a conflict of interest in matters coming before a committee on which they are a member. If there is a conflict of interest, they should abstain not only from voting but also from discussing the matter. Members on committees are appointed by the Director who is responsible for maintaining balance and diversity in their memberships and for forming committees that reflect the faculty (e.g., in rank, programs, etc.). Graduate student committee members can have input into all committee activities that do not involve personnel decisions about faculty or other graduate students.

Standing Committees

Unless specified elsewhere, members of standing committees are appointed by the Director to serve on committees for 2-year terms (terms are renewable), and terms should overlap across committee members to help ensure a degree of continuity of committee practices when needed.

Personnel Committees

The Personnel Committees include the Tenure Track Personnel Committee and the Non-Tenure Track Personnel Committee. The Tenure Track Personnel Committee is responsible for managing personnel actions for tenured and tenure-track faculty (including assistant professors, associate professors, and full professors). The Non-Tenure Track Personnel Committee is responsible for managing personnel actions for non-tenure track faculty (including lecturers, senior lecturers, principal lecturers, instructors, and assistant, associate, and full research professors, clinical professors, and professors of practice).

Each Personnel Committee consists of at 6-8 members. Members serve staggered 2-year terms. The slate for these committees will be structured to ensure that committee membership will be representative of the faculty within The Sanford School with respect to rank and discipline, as feasible. Membership on the Tenure Track Personnel Committee will include at least a Full Professor, an Associate Professor, and an Assistant Professor. Membership on the Non-Tenure Track Personnel Committee will include representatives from Lecturer, Research Professor,

Clinical Professor, and Practice Professor hiring categories and across ranks as feasible.

The selection of the Personnel Committees will proceed as follows:

The Director will propose a complete set of members for the Personnel Committees (including those remaining on the committee from the previous term and any proposed new members) and circulate this list to all voting members of The Sanford School at least one week before the typical date of the February faculty meeting. If needed, at the February faculty meeting, a time will be set aside for comments or suggestions regarding the proposed slate. The Director may choose to revise the slate in response to these comments and circulate the revised slate within one week of the faculty meeting. Two weeks after the February faculty meeting, the members of The Sanford School who are eligible to serve on the Personnel Committees will vote yes or no on the Director's slate for each of the respective committees. (Those voting no may suggest an alternate slate on their ballots.) If a majority of the voting-eligible members of The Sanford School (not of those who voted) vote no, the process will be repeated at the March and April faculty meetings. If, after the April faculty meeting, a slate has not been approved, the existing members of the personnel committees will meet to select the new committee members.

Faculty members are ineligible to serve on the Personnel Committee in the same year that they serve on either the college Personnel Committee or the University Tenure and Promotion Committee, when they serve as Associate Director for the School or Director of SSFD graduate or undergraduate programs, or when they are on sabbatical for the academic year. If a faculty member submits an application for tenure or promotion, he or she is not eligible to serve on the committee. If a member submits a sabbatical or contract renewal application, he or she can be on the committee, but must not participate in any deliberations concerning his or her own application.

Once the Personnel Committees are formed, by the end of April the new Committee will designate the Chair(s). The Chair(s) serve a 1-year term that can be renewed by the Personnel Committee annually up to 2 additional years.

Personnel Committees' responsibilities include the drawing up and revising of The Sanford School personnel policies and presenting such policies to The Sanford School for approval or revision. Other responsibilities include (but are not limited to):

- Evaluating the performance of faculty and submitting the recommendations to the Director,
- Serving in an advisory role to the Director for any personnel related issues including annual evaluations (both Tenure-Track and Non-Tenure Track Committees), contract renewals (Non-Tenure Track Committee), and post tenure review (Tenure Track Committee),
- In most cases, reviewing and processing sabbatical applications and submitting the recommendations to the Director (Tenure Track Personnel Committee),
- Evaluating Tenure Track faculty for tenure and promotion to Associate Professor (only tenured faculty on the Tenure Track Personnel Committee are eligible for this – Assistant Professors and Non-Tenure Track faculty cannot participate in tenure decisions),

- Evaluating Non-Tenure Track Faculty for promotion. This task will be completed by the Non-Tenure Track Personnel Committee (only for committee members holding the requested rank or above in the same hiring category [i.e., Lecturer, Research Professor, Clinical Professor, or Practice Professor]). In cases in which there are too few eligible committee members on the Non-Tenure Track Personnel Committee to review a case, ad hoc committee members will be added to the committee for the purpose of promotion review as follows. All Non-Tenure Track Faculty holding the requested rank or above in the same hiring category who are members of the Sanford School Assembly will be added. If there is still an insufficient number of eligible committee members, tenured faculty at or above an equivalent requested rank who are serving on the Tenure Track Personnel Committee will be added.

All committee deliberations are confidential and confidentiality survives past the process. The Chair(s) of the committees are responsible for communicating the committee's decisions to the Director, who will be responsible for communicating to the individuals involved, as well as to the next administrative levels when appropriate.

Undergraduate Committee

The Undergraduate Committee shall consist of at least 4 faculty members and one graduate student who shall serve 2-year terms. The Chair(s) of this committee will be the Director(s) of Undergraduate Studies and is appointed by the Director of The Sanford School. Undergraduate Committee responsibilities include (but are not limited to):

- Maintaining and improving the quality of the undergraduate offerings for majors and non-majors through advising and implementing procedures for recruitment, admission, and retention of students,
- Preparing materials for The Sanford School's undergraduate programs and keeping them up to date,
- Contributing to the School's strategic plans and to the School's self-study for its program reviews,
- Evaluating and advising on new undergraduate proposals,
- Making recommendations relating to undergraduate organizations and scholarships,
- Overseeing policies and procedures for the undergraduate honors program.

Graduate Committees

There are three Graduate Committees in The Sanford School -- one for the doctoral program in Family/Human Development, one for the doctoral program in Sociological Inquiry, and one for the online terminal masters programs. Members of each doctoral Graduate Committee include at least 4 faculty members and one graduate student from the respective program. The Online Graduate Committee shall consist of at least 3 faculty members directly involved in the online program. Members are appointed by The Sanford School Director and typically serve 2-year terms. Graduate student members may not participate in decisions involving other graduate students (including admissions, graduate student support, or evaluation). The Chairs

of the Graduate Committees will be the Graduate Directors and are appointed by the Director. Graduate Committees responsibilities include (but are not limited to):

- Maintaining and improving the quality of the graduate programs through advising on and implementing procedures for recruitment, admissions, and retention of students,
- Preparing the Graduate Student Handbooks and keeping them up-to-date,
- Writing the reports for Graduate College,
- Evaluating and advising graduate students,
- Evaluating and advising on new graduate course or program proposals,
- Contributing to the School's strategic plans and to the School's self-study for its program reviews.

Ad Hoc Committees

Full Professor Promotion Committee

The advisory committee for faculty requesting to be promoted to Full Professor will consist of all regular faculty members holding that rank. This committee will select a chair who will take responsibility for managing the review(s) and paperwork.

Leadership Committee

At the discretion of the Director, the Leadership Committee will serve to provide advice, leadership, and guidance for School-related matters. The Committee generally will consist of the Chairs of the standing committees, plus appointees deemed necessary by the Director to ensure representation of both tenure-track and non-tenure track faculty. This committee will be responsible for various tasks assigned to it by the Director and will be led primarily by the Director or Associate Director(s) (or a designated individual selected by The Sanford School Director when there is no Associate Director) – who may also call meetings and assign tasks to the committee.

Other ad hoc committees will be established as needed.

Amendments and Restrictions

These Bylaws may be amended by a 2/3 vote of The Sanford School Assembly. For that purpose, written notice of intent to include such changes must have appeared on the agenda of the regular School meeting at least thirty days prior to that vote. These Bylaws may not conflict with those of the CLAS, Provost, or the Academic Affairs Policies and Procedures Manual of Arizona State University.

In case of conflicts, the policies and procedures of the College of Liberal Arts and Sciences (CLAS), Arizona State University (ASU), and the Arizona Board of Regents (ABOR) take precedence over these Bylaws.