

**ORGANIZATION AND BYLAWS  
DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY  
ARIZONA STATE UNIVERSITY, REVISED 1998**

**PREAMBLE**

This document contains a set of rules and procedures that will be used by the Department of Chemistry and Biochemistry for governance. It supersedes any previous documents addressing that purpose. These bylaws will apply until amended in accordance with the procedures defined later in this document.

The intent of this document is to further define the university and college guidelines relating to governance of the academic unit. It is the intent of the department to adhere to Arizona State University policies as outlined in the **Academic Policies and Procedures (ACD) Manual**, the university and college constitutions and bylaws, and Arizona Board of Regents policies.

**I. Membership**

The voting members of the department shall include the following:

- A. Faculty who have tenure or are in a tenure track position and who are employed at greater than fifty percent time.
- B. Academic professionals who have continuing status or are in a continuing status track position and who are employed at greater than fifty percent time.
- C. Lecturers who are appointed on three-year renewable contracts and who are employed at greater than fifty percent time.

On curricular matters, faculty personnel matters, and academic matters pertaining to the teaching programs, only tenured and tenure-track faculty members are eligible to vote. Academic professionals may serve in an advisory capacity on such matters. Lecturers may vote only on curriculum matters.

Adjunct and affiliated faculty are non-voting members of the department.

**II. Department Administration**

**A. Chairperson**

1. The chairperson has the overall responsibility for the operation of the department. The chairperson has the final responsibility for all matters reflecting the operation of the department, namely, personnel, budget, academic programs, and long-range planning. The chairperson is the official representative and spokesperson for the department. Other individuals may be authorized by the chairperson to speak on his/her behalf or for the department in specific instances. The office of the chairperson serves as the channel of communication from sources outside of the department, informing department members of such matters concerned with department operation. The normal term of the chairperson is four years (technically, four annual renewable appointments). The term may be extended in accord with the bylaws of the college.
2. The chairperson shall be evaluated according to the following procedure:
  - a. The department chairperson shall be evaluated each year by the voting members of the department on forms supplied by the Dean of CLAS and distributed to the faculty by the senior senator of the department.
  - b. The results of the evaluation shall be confidential. A copy shall be given to the dean and to the chairperson by the senior senator before April 1. The senior senator will show the results to any other interested voting members of the department, but no additional summaries shall be made nor shall the results be circulated.
  - c. If requested by 25 percent of the eligible voters from the department, a vote of confidence for the chairperson will be held by secret mail ballot under the direction of the senior departmental senator, and the results of the vote will be forwarded to the dean.
  - d. Extension of the term of the chairperson shall be handled in accordance with the college bylaws.

**B. Associate Chairperson**

The associate chairperson for the department will be appointed by the chairperson after consultation with the personnel committees of the department. The associate chairperson shall perform those duties and

assume such responsibilities as designated by the chairperson, including all matters pertaining to instruction, planning, space acquisition and allocation. The associate chairperson will be acting department chairperson when the chairperson is away from her/his post. The associate chairperson serves at the pleasure of the chairperson. The normal term of the associate chairperson is four years.

**C. Assistant Chairpersons**

The assistant chairpersons for the department will be appointed by the chairperson after consultation with the personnel committees of the department. The assistant chairpersons will perform those duties and assume such responsibilities as designated by the chairperson. The assistant chairpersons serve at the pleasure of the chairperson. The normal term of the assistant chairpersons is two years.

**1. Assistant Chairperson of Undergraduate Programs**

The Assistant Chairperson of Undergraduate Programs is responsible for coordinating all matters pertaining to undergraduate education and serves as chairperson of the Undergraduate Programs Committee.

**2. Assistant Chairperson of Graduate Programs**

The Assistant Chairperson of Graduate Programs is responsible for coordinating all matters pertaining to graduate education and serves as chairperson of the Graduate Programs Committee.

**III. Department Committees and Coordinators**

**A. Policies Governing Committees**

1. The number, size, and function of departmental committees is subject to change from time to time in accordance with the needs of the department. The voting members on department committees serve as representatives of the entire department rather than as representatives of fields or special interest groups within the department.
2. The committee chairperson shall keep records of business transacted and shall submit copies of meeting minutes to the

department chairperson. The minutes comprise a record of the business transacted by each committee and shall be distributed to all voting members of the department, upon majority vote of those present and voting or of the ballots cast by the latter, unless precluded by rules of confidentiality.

3. All committee recommendations shall be presented at departmental meetings for consideration and discussion.

**B. Academic Program Committees and Coordinators (Appointed by the Chairperson)**

**1. Committee on Undergraduate Programs**

- a. The composition of the Committee on Undergraduate Programs shall include faculty members from those areas most heavily involved with the undergraduate curriculum. Appointments to the committee are made by the chairperson. The Assistant Chairperson of Undergraduate Programs serves as chairperson of the committee on Undergraduate Programs. The associate chairperson is an ex officio member of the Undergraduate Studies Committee.
- b. The Undergraduate Programs Committee shall be responsible for matters in the following major categories:
  - (1) Academic Policies: With regard to the standards, revisions and coordination of degree programs as well as service offerings, addition, deletion, and revision of courses, advisement program, upgrading of instruction, the committee solicits ideas and suggestions from the faculty, academic professionals, and students of the department as well as from other departments for which service courses are offered, makes studies through internal task forces, and makes recommendations to the faculty.
  - (2) Implementation of Established Policies: Based on the policies adopted by the faculty, the committee considers and studies alternative means of implementation and makes recommendations to the chairperson of the department.

- (3) Routine Operations: The standing committee administers established programs such as awards, honors and advisement.
- (4) Preparation and distribution of undergraduate brochure and handbook.
- (5) Serves as liaison between the department and the University Honors College.

2. **Academic Advisement Coordinators:** The coordinators will be responsible for:

- a. Advisement of undergraduate chemistry majors.
- b. Advising students with special needs or problems.
- c. Orientation of entering freshmen.
- d. Preparation and distribution of necessary forms to monitor a student's progress and record recommendation of advisers.

3. **Transfer-Student Advisement Coordinator**

The coordinator is responsible for evaluating the transcripts of and initially advising transfer students.

4. **Mentoring Coordinator**

The coordinator is responsible for assigning a suitable faculty mentor for each undergraduate chemistry major.

5. **General Chemistry Coordinator:** The coordinator has responsibility for:

- a. Supervision of instruction in general chemistry.
- b. Supervision of staff and teaching assistants working in the general chemistry program.
- c. Monitoring textbook selection procedures for general chemistry courses involving several faculty members.

- d. Development of new courses and course improvements in the specified areas.
- e. Coordination of lecture and laboratory syllabi.
- f. Assignment of teaching assistants to courses.

6. **Committee on Graduate Programs**

- a. The chairperson shall appoint faculty members to serve on the Graduate Programs Committee. The Assistant Chairperson of Graduate Programs serves as chairperson of the Committee on Graduate Programs. The associate chairperson is an ex officio member of the Graduate Programs Committee.
- b. The responsibilities of the Graduate Committee include the following:
  - (1) Development and distribution of the graduate brochure and other recruitment materials.
  - (2) All matters pertaining to recruitment and screening of new graduate students.
  - (3) Recommendation of admission of each graduate student to the appropriate degree program and advisement of new graduate students.
  - (4) All matters pertaining to evaluation and retention of graduate students and recommendation of scholastic standards to the faculty in advanced degree programs.
  - (5) All matters pertaining to the progress and general welfare of graduate students.
  - (6) Recommendation of policy on comprehensive and/or cumulative examinations.
  - (7) Selection of new teaching assistants and making recommendations to the associate chairperson for renewal of teaching assistantship awards.

- (8) Recommending to the associate chairperson appointment of summer teaching and research assistants.
- (9) Awarding of departmental research assistantships, fellowships, and scholarships.
- (10) Consideration and recommendation to the faculty of all changes and improvements in graduate curriculum requirements.
- (11) Continuing revision of the departmental Graduate Student Handbook, as dictated by the development of graduate study.

C. **Other Department Committees**

1. **Planning and Advisory Committees**

a. **Faculty**

- (1) The Planning and Advisory Committee is appointed by the chairperson.
- (2) The responsibilities of the committee are to advise the chairperson on both short and long-range planning of departmental goals and policies as well as other matters brought to the committee by the chairperson.

b. **Academic Professionals**

- (1) The committee is appointed by the chairperson.
- (2) The committee serves to advise the chairperson on any matter pertaining to academic professionals that is raised by the chairperson. The committee may also bring matters of importance to the academic professionals to the attention of the chairperson and is encouraged to request a meeting for this purpose.

c. **Graduate Student**

- (1) The chairperson shall appoint a small, representative group of chemistry graduate students each year.
- (2) The committee shall serve as an open communication link between the chairperson/faculty and the graduate students.

**d. Undergraduate Student**

- (1) The chairperson shall appoint a small, representative group of undergraduate chemistry students each year.
- (2) The committee shall serve as an open communication link between the chairperson/faculty and the undergraduate students.

**2. Faculty Budget and Personnel Committee**

- a. Members of the Faculty Budget and Personnel Committee shall be elected for two-year terms by a majority of the votes cast by eligible voting members of the faculty. In the event no majority is attained, a runoff election of the individuals with the two greatest numbers of votes shall be carried out.
- b. The Faculty Budget and Personnel Committee shall be composed of one member each from the tenured faculty in Analytical, Biochemistry, Geochemistry, Inorganic, Organic, Physical and Solid State areas. For the purposes of this election each faculty member will identify the area of research which most closely represents her/his interests. The committee chair shall be elected by the members of the committee and shall serve as convener of the committee for annual personnel actions. The department chairperson shall serve as convener of the Faculty Budget and Personnel Committee for all other matters.
- c. The Faculty Budget and Personnel Committee will advise the chairperson on all budget and personnel matters including, but not limited to, vacancies, new positions, promotion and tenure, sabbaticals, retentions, leaves of absence, budget requests and allocations, and merit raises.

- d. For consideration of faculty promotion, the Faculty Budget and Personnel Committee will prepare a report on each candidate that summarizes all information relevant to the candidate's qualifications for promotion, but which does not make a recommendation. This report is presented to the faculty in accordance with Section IV.D.1.e.
- e. The Faculty Budget and Personnel Committee shall appoint an evaluation committee of three tenured faculty members from the department to advise and monitor the progress of each probationary tenure-track member of the faculty. At least one member of this committee will be from the same division of the department as the faculty member and at least one will be from a different division. Generally, the same committee will continue with the faculty member throughout her/his probationary period. This committee will meet with the faculty member at least twice a year and will annually submit a written progress report to the Faculty Budget and Personnel Committee and the chair. This evaluation will focus on the faculty member's professional progress.
- f. Based upon its evaluation, the Faculty Budget and Personnel Committee will identify cases that may require post tenure review and refer those to the Chair for appropriate action.

**3. Academic Professionals Personnel Committee**

- a. The committee will consist of three academic professionals with continuing appointment and one faculty member (appointed by the chairperson) from the Faculty Budget and Personnel Committee.
- b. Academic professionals shall be elected to the committee by a majority of the votes cast by academic professionals of all appointment categories within the department. In the event no majority is attained, a runoff election of the individuals with the two greatest numbers of votes shall be carried out. All academic professionals in the department and cooperating units holding continuing appointments are eligible for election. The committee should represent the broadest range of academic professionals possible. Terms

will be for three years (staggered) with one academic professional to be elected each year. No academic professional may be elected to two terms in succession.

- c. The committee will elect its chairperson.
- d. The committee will advise the department chairperson in preparing recommendations on the following:
  - (1) New positions
  - (2) Probationary reviews
  - (3) Promotions
  - (4) Awarding of continuing appointment
  - (5) Sabbaticals
  - (6) Budgetary matters

The committee may be called upon to advise the department chairperson with regard to other matters as well. For example:

- (1) Merit raises
  - (2) Vacancies
  - (3) Leaves of absence
- e. If a conflict of interest should arise (i.e., an AP reviewing his supervisor or vice versa), then the committee member shall excuse her/himself from those deliberations.

#### 4. **Safety Committee**

- a. The Committee is appointed by the Department Chairperson. The Associate Chairperson serves as an ex officio member of the Safety Committee.
- b. The Chemistry Department Safety Committee is responsible for assisting the Chairperson of the Department in the development and implementation of the departmental safety policy. The Committee advises members of the faculty, academic professionals, staff and student body when problems of safety arise. The Safety Committee coordinates safety education programs within the Department and coordinates routine safety inspections of laboratories. The Committee coordinates the programs of the Department

with those of the University and collaborates with university officials in the formulation and improvement of safety programs.

5. **Affirmative Action Committee**

- a. The committee will consist of one faculty member, to be appointed by the chairperson.
- b. The committee will advise the chairperson on implementation of college, university, state and national affirmative action policies and regulations

6. **Faculty Review Committee**

- a. The committee shall consist of three members of the eligible voting members of the faculty selected by majority vote of the secret ballots cast by the eligible voting members of the faculty. The Review Committee cannot include a member of the Faculty Budget and Personnel Committee. In the event of disqualification of a member or members due to involvement in a particular appeal, the chair shall appoint a replacement or replacements, who shall only be denied appointment by a majority vote of the secret ballots cast, such election being called for by petition of 10 percent of the eligible voting members of the faculty within 5 business days of the notification of the faculty and academic professionals of the new appointee(s).
- b. The committee shall hear faculty complaints that arise regarding performance evaluations as a result of actions taken by the chairperson and the Budget and Personnel Committee. The committee shall use nonadversarial fact-finding procedures and will report its findings and recommendations to the chairperson. A copy of the committee report will be given to the appellant.

7. **Academic Professionals Review Committee**

- a. The committee shall consist of three of the eligible voting members of the academic professionals selected by majority vote of the secret ballots cast by the eligible voting members

of the academic professionals. The Review Committee cannot include a member of the Academic Professionals Personnel Committee. In the event of disqualification of a member or members due to involvement in a particular appeal, the chair shall appoint a replacement or replacements.

- b. The committee shall hear complaints from academic professionals that arise regarding performance evaluations as a result of actions by the Academic Professionals Personnel Committee. The committee shall use nonadversarial fact-finding procedures and will report its findings and recommendations to the chairperson. A copy of the committee report will be given to the appellant.

**8. Instrument Facility/Shop Oversight Committee**

- a. The committee's role is to conduct reviews of the services provided by the instrument facilities and the shops, to identify changing departmental needs for these services in a timely fashion and to develop review as needed and implement procedures for performance evaluation.
- b. Committee members shall be appointed by the chairperson.
- c. The chairperson of the committee, who is also appointed by the department chairperson, shall also serve as Coordinator of Instrument Facilities and Shops.
- d. The coordinator has primary responsibility for all personnel issues within the facilities/shops. All facility and shop directors will be responsible to the coordinator.
- e. A faculty member with appropriate experience/expertise will be appointed to serve as an adviser to the committee for each facility/shop.

**9. Space Committee**

The committee is appointed by the chairperson to address issues pertaining to the allocation and renovation of existing space and planning for new construction.

**10. Seminar Committee**

The committee is responsible for arranging and/or coordinating the departmental seminar program.

**D. Coordinators**

Coordinators may be appointed by the chairperson to assume responsibility for activities which may include, but are not limited to: computer resources, human subject research, placement, seminar series and high school/community college outreach.

**E. Senators**

All tenured and tenure-track faculty and academic professionals who have continuing status or are in a continuing status track are eligible for election to the Academic Senate. The term shall be three years, beginning on June 1, following the election. Academic senators also serve in the College Senate. Elections are held in February of each year.

**IV. Departmental Policies**

**A. Departmental Meetings**

1. The chair will call meetings. However, in the absence of the Chair, the Associate Chair can call meetings.
2. At least one departmental meeting will be held each semester. Thirty percent of the eligible voting members will constitute a quorum. When a quorum is not present, any voting member can request that a mail ballot be used to decide the matter under discussion.
3. All committee recommendations shall be presented at departmental meetings for consideration and discussion. Recommendations must receive a majority vote of the members present and voting. Recommendations submitted to the members at one meeting will not be voted upon until the next departmental meeting unless this rule is waived by a two-thirds vote of the members present and voting.
4. The Recorder for departmental meetings will be appointed by the Chairperson.

## **B. Teaching Loads**

The following guidelines are to be used in considering faculty teaching loads. Contributions to the department's programs may be made in teaching, research, and department, college or university service. Consistent with the responsibilities of the department, the distribution of activities in these areas should match as closely as possible the skills and predilections of each faculty member. It should not be considered unusual for a faculty member to vary the types of contributions over her/his life of service to the university. Conscientious teaching at both undergraduate and graduate levels is a responsibility shared in common by all members of the faculty. In establishing teaching loads the fundamental assumption is that a full-time contribution to the programs of the department should be made by each full-time member of the faculty. Teaching loads will be determined in consultation with the Chair and defined in the Guidelines for Appropriate Responsibility Profiles." The department chairperson shall establish the teaching assignment of each faculty member based on the record of contributions in other areas. The decision may be appealed to the Faculty Budget and Personnel Committee which will make recommendations to the Chairperson to help resolve any conflicts. However, the following statements can serve as guidelines in establishing the level of the teaching contribution of each faculty member.

1. Substantial and continuing commitment to research as evidenced by a strong publication record and/or continuing grant support shall be an important consideration. At the minimum, such an individual would teach at least one three-hour course per semester or its equivalent.
2. Substantial involvement in new course development or major course revision shall be considered. It is normally expected that reductions granted on this basis would not be of a continuing nature.
3. Each faculty member shall be asked to indicate her/his classroom teaching preferences and these will be granted to the extent possible. Except in special cases (e.g., special topics graduate courses), specific courses shall not become the exclusive domain of one faculty member.

## **C. Merit Raises: Evaluation Criteria**

Merit raises recognize exemplary service to the Department and its programs. The following guidelines are to serve as a basis for merit raise consideration. The contributions for merit evaluation of each faculty and academic professional are not limited to those listed below. Other exemplary service to the department and university will be considered.

**1. Faculty**

**a. Teaching**

- (1) Awards
- (2) Student evaluations
- (3) Course development/innovation

**b. Research**

**(1) Professional Visibility**

- (a) Prizes, awards from the most respected organizations in the field.
- (b) Invited presentations (conference, university seminars and lectureships).
  - (i) Stature of conference, university, or lectureship.
  - (ii) Frequency of invitations.
- (c) Service on respected panels and advisory boards.
- (d) Editorships, editorial board service.
- (e) Elected positions in professional organizations.
- (f) Important consultantships.

**(2) Timeliness and Significance of Research**

- (a) External funding from peer-review agencies.
  - (i) Quality of peer-review agency.
  - (ii) Outstanding investigator research grant awards.
  - (iii) Grant application peer reviews.
  - (iv) Level of funding.
- (b) Quality of primary journals in which publications appear.
- (c) Number of citations of an investigator's work.

**(3) Research Productivity**

- (a) Journal article output (compared to other workers in the field).
- (b) Chapters, books.
- (c) Awards of United States patents.

- c. Service to the department, college, university, and community.

**2. Academic Professionals**

The three areas to be considered in evaluation of academic professionals are:

**a. Job performance**

Efforts and results in maintenance and management of laboratory facilities or in other areas of responsibility. The job description is an important factor in evaluation of the academic professional and should be appropriately comprehensive and detailed. It should be amended whenever major changes occur in the duties and/or responsibilities of the academic professional.

**b. Professional development**

Efforts to keep abreast of current developments in areas of responsibility. Development of new instrumentation, methods and procedures in area(s) of responsibility. Collaboration with faculty and students in the preparation of research proposals or completion of research projects. In general, these are activities that represent a commitment to the profession or to the discipline beyond the daily duties of the position. (ACD 506-09)

**c. Service**

Use of professional expertise in serving the interests of the unit, college, university, community and/or higher education. It is also recognized that some academic professionals may have greater opportunities for service than others. (ACD 506-09)

**D . Criteria and Policies for Promotion and Tenure/Continuing Status**

**1. Faculty**

**a.** It is expected that members of the tenure track chemistry faculty recommended for promotion to the rank of Associate Professor with tenure will show evidence of:

- (1)** Effective and inspiring teaching in undergraduate courses; active participation as a mentor/advisor for undergraduates.
- (2)** Active involvement in graduate education: mentoring MS/Ph.D. students, graduate classroom instruction and seminars.
- (3)** A creative, independent and productive program of research in a significant area of the chemical sciences, visibility in this field at a national or international level, and the potential to sustain and improve this program, as evidenced by:

- (a) A significant body of refereed publications in high impact primary journals for the field, and/or in general journals, reporting original research conducted at Arizona State University that has substantially enriched the science.
  - (b) Substantial peer-reviewed grant support from one or more of the major funding agencies, some of which may be collaborative.
  - (c) Invited and contributed presentations at the important meetings/conferences of the investigator's field and seminars at major research universities.
  - (d) Awards of United States patents.
- (4) Conscientious and effective performance in university service assignments.
- b. Tenure track faculty will normally be considered for promotion from Assistant to Associate Professor with tenure in their sixth year in rank. Promotion at an earlier time may be considered in cases of unusually rapid development accompanied by an exceptional record of achievements. Such early promotion will be accompanied by the granting of tenure status. Indicators of exceptional performance include:
- (1) An exceptional body of published work that clearly establishes international leadership in the chosen field.
  - (2) Peer-reviewed funding at a level substantially beyond the average for the field.
  - (3) Exceptional peer recognition exemplified by invitations to present prestigious lectures, plenary lectures, etc.
  - (4) Regional, national or international awards for excellence in teaching and/or research.
  - (5) Special recognition from funding agencies for excellence in research.

- (6) It is expected that members of the tenure track chemistry faculty recommended for promotion to the rank of Professor will show evidence of:
  - (7) Sustained effective and inspiring teaching contributions in lower and upper division undergraduate and graduate courses.
  - (8) Sustained and effective mentoring of graduate students, leading to the masters' and doctoral degrees, and successful careers beyond ASU.
  - (9) Recognition as a major influential force in one or more significant areas of research as revealed by:
    - (a) A substantial body of refereed publications in high impact primary journals for the field, and/or in general journals, reporting research that has significantly enriched the field.
    - (b) Continuing and substantial peer-reviewed grant support from one or more of the major funding agencies.
    - (c) Invited presentations at the important meetings and conferences of the investigator's field and at major research universities; invitations to contribute to distinguished review publications
    - (d) Service on important scientific review boards and panels, editorial and advisory boards and committees, and in professional organizations.
    - (e) Awards of United States patents.
  - (4) Sustained, conscientious and effective service at the Department, College and/or University level.
- d. Promotion to the rank of Professor is warranted only if and when these achievements are tangibly demonstrated. Thus, promotion is based neither on promise nor longevity. It is

natural for faculty members to vary in the time required to attain the appropriate level of achievement, with five years being the typical period in rank at the Associate Professor level. Promotion to the rank of Professor at an earlier time will only be considered in cases of unusually rapid development accompanied by an exceptional record of achievements. Indicators of exceptional performance include:

- (1) An exceptional body of published work that clearly establishes international leadership in the chosen field.
  - (2) Peer-reviewed funding at a level substantially beyond the average for the field.
  - (3) Exceptional peer recognition exemplified by invitations to present prestigious lectures, plenary lectures, etc.
  - (4) Regional, national or international awards for excellence in teaching and/or research.
  - (5) Special recognition from funding agencies for excellence in research.
  - (6) Election to membership in bodies such as the National Academy of Sciences, or to fellowship status in the individual's professional society.
- e. A meeting of faculty members above the rank of the candidate shall be held to discuss the case. A second meeting will be held approximately one week after the first. A secret ballot will be recorded at this meeting. The Faculty Budget and Personnel committee shall then prepare a summary of the case and submit it to the dean, along with the numerical result of the faculty voting. Provision shall be made for inclusion of minority report(s) if any faculty member(s) who voted wish(es) to do so.

## 2. Academic Professionals

For academic professionals, promotion and awarding of continuing status are two separate issues and are handled independently. The fulfillment of responsibilities as defined in individual job descriptions is expected to be a major factor in decisions relating to promotion and the granting of continuing status. The university guidelines (ACD 506-09) have been further defined for the department as follows:

**a. Promotion**

A distinction is made between year-to-year and probationary appointment categories with respect to criteria for promotion. This distinction arises from the differing distribution of effort that may be reasonably expected from individuals (year-to-year category) who may be dedicated to the goals of a narrowly defined project, and those (probationary/continuing category) who serve broader Departmental interests.

**(1) Academic Professionals on Year-to-year Appointment**

**(a) Assistant**

Must meet minimal degree and experience requirements, be able to fulfill the duties and responsibilities of the position, and show potential for excellent performance.

**(b) Associate**

Demonstrated and sustained excellent performance of duties.

**(c) Senior**

Outstanding performance of duties and fulfillment of job-related responsibilities, recognized excellence in job performance, and function at a very high level of experience in chosen field.

**(2) Academic Professionals with Probationary or Continuing Appointment**

**(a) Assistant**

Must meet minimal degree or other training requirements, and show promise of excellent professional performance, leadership, independence, and initiative.

**(b) Associate**

Demonstrated sustained excellence in day-to-day performance and expertise, regular participation in professional development, sustained evidence of initiative, demonstrated leadership and managerial capability, and a commitment to service activities.

**(c) Senior**

Outstanding performance of duties and fulfillment of all job-related responsibilities, recognized excellence in chosen field, substantial level of professional accomplishment, contribution to departmental programs and proven commitment to service.

**b. Awarding of Continuing Status**

A probationary academic professional may be granted continuing status only in recognition of the following:

- (1)** A demonstrated mastery of the skills, knowledge, and understanding needed to perform at the highest possible level.
- (2)** Outstanding job performance and the promise of continued excellence.
- (3)** A clear commitment to professional development and service as defined in ACD 506-09.

- (4) Demonstrated an appropriate involvement in departmental programs and issues.
- (5) Flexibility and the potential to adapt to changing departmental needs.
- (6) The probationary period will not exceed six years.

**E. Commencement Exercises**

Attendance at commencement exercises during the academic year will be rotated among the faculty by the chairperson. Any individual unable to attend in his or her assigned year must work out private arrangements for a substitution with another department faculty member or academic professional. The department chairperson will be informed of all such substitutions.

**F. Summer Session Teaching Assignment**

1. The basic principles for assignment of summer teaching positions are as follows
  - a. A faculty member shall not be penalized for obtaining grants or teaching summer sessions elsewhere.
  - b. The Department will attempt to assign summer teaching to the greatest number of full-time faculty members requesting summer appointments.
2. **Selection procedures**
  - a. Each eligible faculty member desiring to teach summer sessions will be assigned at least one class, if sufficient funds are available. The assignment of classes will be made by the Budget and Personnel Committee in accord with overall program needs
  - b. Assignments to more than one class will be determined by the Budget and Personnel Committee in accord with program needs and preference will be given to those who failed to receive additional teaching the previous summer. When insufficient funds do not allow each deserving faculty

member to receive a summer teaching assignment, preference will be given the following summer.

**G. Sabbatical Leave Policy**

**1. Definition**

Whereas sabbatical leaves uniquely provide numerous benefits to the department, college, university, and people of the State of Arizona, such leaves shall be fostered and encouraged by the department. Those who wish to apply for a sabbatical leave are referred to ACD 705 for the university procedures and guidelines.

**2. Faculty**

- a. Tenured faculty at the rank of Assistant Professor and higher with six years of full-time service are eligible for completion of a sabbatical leave. Six years of further service following completion of a sabbatical leave shall be required for eligibility for another sabbatical leave. Six years of further service following
- b. Proposals for sabbatical leave by eligible faculty shall be submitted to the chair for review by the Faculty Budget and Personnel Committee. The evaluation of the application will be on the basis of the proposed activity's contribution to knowledge through publication and presentation, furtherance of research through potential new funding, value to the teaching program, enhancement of the applicant's research and teaching effectiveness, value to ASU's reputation, and provision of outstanding public or professional service at a local or national level.
- c. The chair will obtain letters evaluating the proposal from three impartial persons (from inside or outside the department) competent to judge the proposal. These letters will be held confidential but will be shared with the Faculty Budget and Personnel Committee for the purpose of sabbatical leave proposal evaluation.
- d. The chair, with the counsel of the Faculty Budget and Personnel Committee will recommend to the dean that the leave be approved if the application is judged

worthwhile, there is a high probability of success, and the department's teaching and advisement will be maintained without the applicant. If judged to be not worthwhile, the proposal shall be designated as "not recommended."

- e. Significant changes in the proposal after approval but before initiation of the sabbatical leave requires approval by the chair of a written request to modify the sabbatical leave plan.
- f. If the proposal is not recommended, the applicant will be informed of the reasons and be afforded an opportunity to respond. The proposal will be reconsidered by the chair and the Faculty Budget and Personnel Committee in light of the applicant's response, and a written response shall issue from the chair.
- g. A concise report in accord with college requirements will be submitted to the chair following the leave.

**3. Academic Professionals**

- a. Academic professionals with continuing status and with six years of full-time service at ASU as probationary or continuing status academic professionals are eligible for sabbatical leave. Six years of further service following completion of a sabbatical leave shall be required for eligibility for another sabbatical leave.
- b. Proposals for sabbatical leave by eligible academic professionals shall be submitted to the chair for review by the Academic Professionals Personnel Committee. The evaluation of the application will be on the basis of the proposed activity's enhancement of the applicant's effectiveness to further the research capabilities and/or teaching programs of the department, contribution to knowledge through publication and presentation, furtherance of research through potential new funding, potential value to the teaching program, enhancement of the applicant's research and/or teaching effectiveness, value to ASU's reputation, and provision of outstanding public or professional service at a local or national level.

- c. The chair will obtain letters evaluating the proposal from three impartial persons (from inside or outside the department) competent to judge the proposal. These letters will be held confidential but will be shared with the Academic Professionals Personnel Committee for the purpose of sabbatical leave proposal evaluation.
- d. The chair, with the counsel of the Academic Professionals Personnel Committee, will recommend to the dean that the leave be approved if the application is judged worthwhile, there is a high probability of success, and the department's operations can be maintained without the applicant. In view of the unique roles that the academic professionals fulfill (e.g., instrument facility management), the department shall make every effort to accommodate the applicant, while ensuring adequate coverage of the facility workload. If judged to be not worthwhile, the proposal shall be designated as "not recommended."
- e. Significant changes in the proposal after approval but before initiation of the sabbatical leave requires approval by the chair of a written request to modify the sabbatical leave plan.
- f. If the proposal is not recommended, the applicant will be informed of the reasons and be afforded an opportunity to respond. The proposal will be reconsidered by the chair and the Academic Professionals Personnel Committee in light of the applicant's response, and a written response shall issue from the chair.
- g. A concise report in accord with college requirements will be submitted to the chair following the leave.

## V. Review and Amendment of Bylaws

### A. Review

A review of the bylaws may be done during the first semester of the tenure of a new departmental chairperson and when necessary thereafter, in order to readily accommodate organizational changes compatible with a new departmental administration.

**B. Amendment**

Proposed amendments may be originated by any voting member of the department and must be endorsed by two additional voting members. Proposed amendments must be submitted in writing to the chairperson, who shall refer the matter to an ad hoc bylaws committee if necessary for further study. The proposed amendments shall be presented at the next departmental meeting.

Votes to change academic policies and departmental bylaws will be taken at a departmental meeting subsequent to the meeting at which such changes are presented. Upon request of one-third of the members present and voting, a written ballot will be taken within two weeks of the meeting. A two-thirds majority of the eligible voters is required to approve changes.

**C. Validity**

Should a portion of this document become invalid, the rest of the document remains in effect.