BY-LAWS

School of Criminology and Criminal Justice
College of Public Programs
Arizona State University

As adopted by vote of the faculty effective January 31, 2014

I. General

A. Preamble

The academic unit governed by these by-laws is the Faculty of the School of Criminology and Criminal Justice in the College of Public Programs at Arizona State University. The School of Criminology and Criminal Justice offers a broad academic program through course offerings and specific degree programs designed to meet the needs of undergraduate and graduate students at Arizona State University. The School provides facilities, equipment and other services to maintain and support an active research program for faculty and students.

B. Definitions

School Membership: School membership includes all persons on teaching or research appointment holding the rank of Professor, Associate Professor, Assistant Professor, or identified in their letters of appointment as Lecturer, Instructor, Assistant Instructional Professional, Instructional Professional, Academic Professional, Administrative Staff, Teaching Assistant, Faculty Associate, Graduate Teaching (or Research) Assistant, Research Assistant or Associate, Research Faculty, Emeritus Faculty, Visiting Faculty, or Adjunct Faculty.

School Faculty: The School Faculty is the governing body of the School. Its membership includes only faculty on tenure or tenure-track lines. The School Faculty are the only School Members with voting privileges.

C. Relation to College, University, and Board of Regents

If any policy or procedure in these by-laws should be found to conflict with policies or procedures of (a) the College of Public Programs, (b) Arizona State University, or (c) the Arizona Board of Regents, the policies and procedures of the latter three bodies shall take precedence.

D. Responsibilities and Authority of the Faculty

The School encourages its tenured and tenure track faculty members to achieve a healthy 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 School share in the responsibility for its success. In general, the faculty advises and the School Director recommends to the Dean on matters of policy, personnel and curriculum. In addition to their teaching responsibilities, faculty members share in the leadership responsibilities outlined below.

The School Director shall appoint School Faculty as school officers (I. D. 1-3) and as members of standing committees (IV. A. 4-6). If an officer or appointed committee member is to be on leave for one semester, a replacement may be appointed on an interim basis to serve in the position for the one semester. However, if an individual is to be absent for two or more
semesters, a replacement will be appointed. In the event that a faculty member serving on a standing committee as a result of a faculty election (IV. A. 1-3) is to be on leave for one or more semesters, a vote of the faculty will elect a new member to that committee, with a new term start date.

1. Director of Graduate Studies

   The Director of Graduate Studies is to be a tenured faculty member appointed by the School Director with the expectation that the individual will serve a minimum of three years. Responsibilities include:

   a) Chair the Graduate Committee.
   b) Coordinate school activities with the Graduate College.
   c) Coordinate the schedule of courses for the doctoral program.
   d) Directing the recruitment and admission of graduate students
   e) Assign doctoral students who have been awarded a Teaching Assistantship and/or a Research Assistantship to faculty.
   f) Coordinate with the Director of Online Programs with regard to curriculum offerings, course scheduling, and the assignment of teaching assistants for online courses.
   g) Direct any other activities related to the graduate program as assigned by the School Director.

2. Director of the Master’s Programs

   The Director of the Master’s Programs is to be a tenured faculty member appointed by the School Director with the expectation that the individual will serve a minimum of three years. Responsibilities include:

   a) Serve as a member of the Graduate Committee.
   b) Coordinate the schedule of courses for the master’s programs.
   c) Assign master’s students who have been awarded a Teaching Assistantship and/or a Research Assistantship to faculty.
   d) Provide administrative leadership to master’s programs, including strategic planning, recruitment, working with the administrative staff and directing any other activities related to the master’s programs as assigned by the School Director in coordination with the Director of Graduate Studies.
   e) Coordinate with the Director of Online Programs with regard to curriculum offerings, course scheduling, and the assignment of teaching assistants for online courses.

3. Director of Undergraduate Programs

   The Director of Undergraduate Programs is to be a tenured member of the faculty appointed by the School Director with the expectation that the individual will serve for a minimum of three years. Responsibilities include:

   a) Chair the Undergraduate Committee.
   b) Serve as a liaison with the advising staff.
   c) Serve as a liaison with the Honors College.
   d) Provide administrative leadership to the undergraduate program, including strategic planning, recruitment, working with the administrative staff, and
directing any other activities related to the undergraduate program as assigned by the School Director.

e) Coordinate with the Director of Online Programs, as needed, with regard to curriculum offerings, course scheduling, and the assignment of teaching assistants for online courses.

f) Review and make decisions for student-initiated requests for waivers/appeals concerning academic standards and degree requirements.

E. Responsibilities and Authority of the Director of the School

The Director of the School is responsible for the efficient execution of university policies and for overall leadership of the unit, but shares this responsibility with members of the faculty and staff through consultation, committee structures and responsibilities, and other democratic procedures. Recommendations made by the faculty and staff are advisory to the Director, who is ultimately responsible for the successful management of the School.

The Director is appointed by the provost on the recommendation of the College Dean and with the advice of the faculty. He or she serves at the discretion of the dean and the provost.

General responsibilities of the Director are outlined in the ACD 102. More specific school responsibilities include:

1. An ongoing critical review of school objectives, programs, and priorities.
2. Assign or approve the teaching, service duties, and research activities of faculty members.
3. Appoint faculty to committees and offices except as prescribed in these bylaws.
4. Recommend faculty for service on non-elected college and university committees.
5. Review annually in writing and discussion the academic performance of all faculty members and academic professionals.
6. Recommend merit, equity, and market salary adjustments for faculty and staff.
7. Recruit, hire, develop, and evaluate the School’s staff.
8. Ensure efficient use of school resources including administrative assistance, computer resources, travel budgets, research funds, and research and teaching assistants.
9. Keeping faculty informed of developments and issues likely to affect their academic welfare.

F. Faculty Resolutions

This term shall apply to those actions taken by the faculty as a whole. Resolutions upon adoption and approval of the School Director shall become official policy of the School. A resolution shall be valid if approved by a majority of those voting at a duly announced meeting of the faculty or if approved by those faculty members who respond by a specified time to a call for a written response, assuming in either instance that the quorum requirement is satisfied. All resolutions shall take effect immediately upon approval of the School Director, unless specified otherwise or if other levels of approval are required.

II. Voting Membership of the School
School voting is restricted to members of the School Faculty unless it is decided by a 2/3 majority vote of a quorum of the School Faculty that a particular issue is of enough concern to the whole school that all members should be invited to vote. Individuals on unpaid leaves do not have voting rights in the school and individuals on sabbatical retain their voting rights. A quorum is fifty percent or more of the members of the School faculty.

III. Meetings of the Faculty

A. The School Director calls and conducts a faculty meeting at least once a semester. Unless specified by the Director that the meeting is a School Faculty meeting, all members of the 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. Both the announcement and the agenda will be distributed via email. The School Director must place an item on the agenda if he or she receives a request in writing signed by four or more of the members of the School Faculty.

B. In most matters put to a vote, the decision can be made by a simple majority. (Exceptions include the changing of these by-laws which requires a 2/3 vote of the School Faculty present at the meeting). 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 ballot be used for a particular issue should be honored. If a ballot is used, the results will be counted by a tellers committee appointed by the Director. The results will be announced to the faculty once the tellers committee has concluded its count. The ballots will be destroyed after the results are announced.

C. Proxy votes from people not present to hear the discussion will not be allowed. Members of the School Faculty who are on sabbatical leave or on other paid leaves (including faculty members away from the School because they are serving as central administrators) may vote if they have been present at the meeting to hear the matter discussed.

D. The School Director will conduct the meetings according to the general principles espoused in the latest edition of Robert's Rules of Orders. Equally important to parliamentary procedure is a spirit of collegiality and mutual respect. If there are procedural disagreements, the Executive Committee will consult with the School Director to settle the dispute.

IV. Committees

A. Standing Committees – Election Process

Prior to the end of the Spring semester each year, the Executive Committee will oversee and certify the results of all elections of faculty to standing committees and to the positions of Chair of the Promotion and Tenure Committee and Academic Senator for the following year. Membership will be filled for the Executive Committee, the Chair of the Promotion and Tenure Committee, and the membership of the Search Committee, in that order, followed by the vote for Academic Senator. The Executive Committee also will oversee and certify any “as needed” election(s) to replace elected members of a standing committee.

Whenever possible, assistant professors will serve on only one committee.
The Executive Committee shall conform to the following procedures for all elections:

1. Authorize the final ballot and the eligibility of faculty for election to respective committees. Determine the date of ballot distribution and the deadline for receipt of votes, presumptively set as 72 hours for each of the committee elections.
2. Designate a senior administrative staff member to receive and tally all votes.
3. Meet with the designated staff member to certify the process and outcome while maintaining anonymity of all voters.

B. Standing Committees

1. Promotion and Tenure Committee
   
a) Membership: The Promotion and Tenure Committee shall be a committee of the whole, comprised of all faculty who are eligible to participate in the promotion and tenure process. To conduct business, a minimum of one half plus one of all eligible faculty must be present.
   
b) All tenured Associate Professors and Professors are eligible and expected to participate in reviews of tenure track Assistant Professors as part of the process of third year probationary reviews and as candidates for promotion to Associate Professor with tenure. All Professors are eligible and expected to participate in reviews of candidates for promotion to Professor.
   
c) The School Director and any faculty member serving on the College’s Promotion and Tenure Committee or the University’s Promotion and Tenure Committee are ineligible to serve on this Committee.
   
d) Committee Chair: The Chair shall be a tenured Professor elected annually by the full faculty of the School (Assistant Professors, Associate Professors, and Professors) with the responsibility to administer and organize meetings of the Committee as needed to conduct the business of the Committee.
   
e) Responsibilities of the Committee include:

(1) Make recommendations to the School Director regarding all applications for 3rd year probationary review, tenure, and promotion. This process includes the following elements:
   
a. Convene a meeting of all eligible faculty to discuss the qualifications of each candidate for third year review, tenure and/or promotion.
   
b. During the meeting and at the conclusion of the evaluative discussion by all participating faculty, the participating faculty will vote and the results of that vote will be reported in the committee’s recommendation.
   
c. The Committee will elect for each candidate considered one of its members to draft a letter of recommendation to the School Director that reflects the evaluations expressed by faculty for that candidate. The letter will be submitted in a timely manner to the Committee Chair.
   
d. The Committee Chair will make each letter of recommendation available for all participating faculty to review prior to its submission to the School Director. The letter will be signed by the Committee Chair.
   
e. The Committee Chair will ask the School Director to share the results of the Committee’s evaluation, including the recorded vote, in a timely manner.
(2) At the invitation of the School Director or a faculty member, the Committee may be called upon to assess a faculty member’s progress toward tenure and/or promotion. When completed, the Committee will summarize its evaluation in a written response.

(3) Nominate and recommend to the School Director scholars qualified to serve as external reviewers of the academic qualifications of candidates for promotion and tenure.

f) Additional Note: There will be no student representatives or staff on this committee.

2. Executive Committee

a) Membership: Elected by the faculty members of the School.
b) Committee Chair: Elected by the members of the Committee. In the event that no member receives the necessary majority vote, then the Chair shall be selected by a stochastic process.
c) Size: four members, with at least one member from each rank (when possible), including two members at the rank of Professor. In each election, the faculty will vote for one person at the rank of Assistant Professor, one person at the rank of Associate Professor, and two persons at the rank of Professor. The individual at the rank of Assistant Professor and at the rank of Associate Professor with the highest number of votes will have been elected to represent that rank on the committee. The two individuals at the rank of Professor who receive the most votes at that rank will have been elected to serve on the Committee.
d) Term: one year.
e) Responsibilities include:

(1) Review and advise the School Director on applications for Sabbatical Leaves and on Annual Performance Reviews
(2) Oversee and certify the process and results of all elections to faculty committees and faculty-held positions.
(3) Assume other activities and special projects as may be requested by the School Director.

f) Additional Note: There will be no student representatives or staff on this committee.
3. Faculty Search Committee

a) Membership: Elected by the faculty members of the School.
b) Committee Chair is elected by the faculty on the Committee.
c) Size: three School faculty members (with each rank represented when possible) and two Ph.D. students (non-voting) appointed by the Committee.
d) Term: two years (staggered, if possible).
e) Responsibilities include:

   (1) Consult with the School Director regarding written announcements of faculty vacancies to be recruited and the recruitment strategies to be used.
   (2) Make available to all School faculty the entire file of all applicants.
   (3) Screen job applicant files and nominate to the full faculty candidates for on-campus interviews, and lead the discussion of all faculty during which the entire faculty will discuss and vote to determine the “short list” of names to be recommended to the School Director for on-campus interviews.
   (4) Actively participate in the candidate interview process, assist in planning each candidate’s on campus schedules and colloquia, and perform other relevant recruitment activities as may arise.
   (5) Assume other activities and special projects as may be requested by the School Director.

4. Graduate Committee

a) Membership: Director of Graduate Studies, Director of the Master’s Program, and School faculty as appointed by the School Director.
b) The Director of Graduate Studies will serve as Committee Chair.
c) Size: Director of Graduate studies, Master’s Director, and three full-time SCCJ faculty members appointed by the School Director (1 from each rank when possible).
d) Term: two years (staggered, if possible).
e) Responsibilities include:

   (1) Advertisement of and recruitment of students to the School’s graduate programs.
   (2) Admissions to the graduate programs.
   (3) Award internal forms of financial assistance, including graduate teaching assistantships, graduate research assistantships, scholarships and fellowships.
   (4) Maintain and develop graduate curricula and respond to curriculum issues that may arise.
   (5) Assume other duties that may be delegated to the Committee by the School Director
   (6) Additional Notes:
        (a) No student representatives or staff members will vote on this committee but such may be invited to attend as appropriate.
        (b) Appointments by the School Director should be made in consultation with the Director of Graduate Studies.
5. Undergraduate Committee

a) Membership: Undergraduate Director and School faculty appointed by the School Director.

b) The Undergraduate Director will serve as Committee Chair.

c) Size: Undergraduate Director and three School faculty members (1 from each rank when possible).

d) Term: two years (staggered, if possible).

e) Responsibilities include:

   (1) Maintain and develop the undergraduate curriculum and respond to curriculum issues that may arise.
   (2) Advertise and award internal forms of financial assistance, scholarships, and awards.
   (4) Assume other duties that may be delegated to the Committee by the School Director.

f) Additional Notes

   (1) There will be no student representatives on this committee.
   (2) The Academic Success Coordinator will be a non-voting standing member of this committee.
   (3) Appointments of faculty by the School Director should be made in consultation with the Undergraduate Director.
6. PhD Comprehensive Exam Committee

a) Membership: Appointed by the Director of Graduate Studies.
b) The Director of Graduate Studies shall oversee the process and appoint a Chair.
c) Size: four School faculty (each rank represented when possible). The Director of Graduate Studies is empowered to increase the size of the Committee based on the expected workload.
d) Term: two years (staggered); a faculty member may not serve consecutive terms.
e) Responsibilities include:
   (1) Write, administer, and grade comprehensive exams.

f) Additional Notes
   (1) Exams will be written in consultation with the Director of Graduate Studies.
   (2) There will be no student representative or staff on this committee.

C. Ad Hoc Committees

The School Director is authorized to appoint ad hoc committees as needed by the School such as an accreditation review committee or a building committee. The School Director will attempt to include diverse faculty representation on such committees. Depending on the nature of the task, the School Director will appoint a committee chair or ask that the members elect a chair.

D. Other Roles and Responsibilities

1. Academic Senator

   a) The School’s Academic Senator will be elected for a two-year term in the spring of the year preceding the beginning of service.
   b) Responsibilities include:
      (1) Attending Academic Senate meetings or arranging a substitute
      (2) Representing the interests of the School through the Academic Senate
      (3) Bringing university and Academic Senate concerns back to school faculty
      (4) Participating on Academic Senate committees as appropriate

V. Promotion and Tenure and Guidelines

A. Introduction

For promotion and tenure (P&T) to Associate Professor and to Professor in the School of Criminology and Criminal Justice, the following is a supplement to Arizona State University’s promotion and tenure guidelines as found in the ACD Manual and Personnel Policies Standing Rules adopted by the College of Public Programs.

1. Promotion and Tenure to Associate Professor

As a prerequisite for tenure consideration, a candidate must demonstrate a record of conduct consistent with the Code of Ethics (ACD 204-01) and Standards of Professional Conduct for Faculty Members and Academic Professionals (ACD 204-02) at Arizona State University.
Furthermore, nothing in these guidelines shall be construed as infringing upon academic freedom or faculty rights to free expression.

Candidates for tenure and promotion to the rank of Associate Professor must demonstrate a record of excellence and the promise of continued excellence in scholarship, teaching, and good performance in service. While there is no single model for what constitutes a record worthy of tenure and promotion, the following criteria serve as general guidelines.

a) Scholarship

Excellence in scholarship is reflected in a research record that has garnered national (or international) recognition and evidences both an independent research agenda and a recognizable impact on the field. Indicators of these criteria may vary, but include the following:

(1) Scholarly Independence

(1) A significant roster of solo-authored and/or first-authored publications in peer-reviewed journals.
(2) A coherent substantive thread(s) running through the published work that is also produced independently from one’s dissertation advisor/committee.

(2) Scholarly Impact

(1) Primary Indicators:

(i) An extensive body of high-quality, peer-reviewed published work. Candidate records for promotion and tenure should be comparable to recent, successful cases in the School of Criminology and Criminal Justice at Arizona State University, as well as in Criminology and Criminal Justice departments at peer institutions. Successful tenure and promotion cases are characterized by consistent contributions to the peer reviewed literature in the field. The body of work should have significant impact on the field. Though a candidate's entire record of published work is considered in the tenure and promotion decision, primary emphasis is placed on the level of productivity during the tenure-track years at ASU.
(ii) A candidate’s published work should have a strong representation in the leading peer-reviewed journals of general interest. An exemplary record of scholarly publication is reflected by publications that appear within:

(a) top-tier refereed journals of general interest as defined within the disciplines of criminology and criminal justice; and/or
(b) top-tier refereed journals of general interest within other disciplines (such as sociology, psychology, or public health) provided that the substantive focus of the published work relates to criminology and/or criminal justice.
An exemplary record of scholarly research and publication may be documented on the basis of:

(a) Publications appearing in top-tier refereed specialty journals within the specialty areas of criminology and criminal justice (e.g., in policing, courts, corrections), or in specialty journals among other disciplines (e.g., sociology, psychology, or public health) provided that the substantive focus of the published work relates to criminology and/or criminal justice.
(b) Books published by a scholarly press (e.g., university and academic presses).
(c) Book chapters published in edited volumes published by a scholarly press.
(d) Evidence of significant successful grant activity (e.g., number, prestige, and/or amount of award) and involvement in funded research.

(2) Additional Indicators:

(i) Highly cited works and overall citation impact (e.g., in ISI, Google Scholar, or other relevant databases).
(ii) Awards/recognition from the University and/or professional organizations for research/scholarship.
(iii) Strong emphasis will be placed on external letters indicating that the candidate’s research has established the candidate as a leading scholar in the field. A sufficient number of letters should be obtained from scholars at ASU peer or aspirational peer institutions who are free of conflicts.

b) Teaching

Excellence in undergraduate and graduate teaching as reflected in a variety of activities and by various measures, such as the following, some of which may overlap with research and service criteria (candidates are not expected to have completed all of these activities):
1. Teaching

(1) Student course evaluations and/or peer reviews of teaching.
(2) Undergraduate student mentorship.
(3) Graduate student mentorship (e.g., serving as thesis/dissertation advisor or committee member).
(4) Publication and/or conference participation in collaboration with graduate students.
(5) Course development and redevelopment. During the probationary period it is ideal to teach between three and five different courses. This demonstrates the value of the candidate as a teacher to the school.
(6) Guest lecturing and participation in courses/seminars at ASU and (particularly) elsewhere.
(7) External funding for support of instructional activities.
(8) Teaching awards.
(9) Research and scholarship related to teaching and curriculum development.
(10) Supervising independent studies/extracurricular reading and/or conference projects.
(11) Attending or conducting pedagogical training or workshop sessions.
(12) When applicable, a candidate’s teaching contributions from other Universities may be considered.

c) Service

Excellence in service to the School, the College, the University, the profession and the community, as reflected in the quality and quantity of contributions in such activities as the following:

(1) Participation in School activities, including meetings, recruitment, and work with graduate students.
(2) Editorial board memberships, peer-review activity for journals, book presses, and/or grant funding agencies.
(3) Membership and/or positions of leadership and service in professional associations.
(4) Applied research reports for governmental or community agencies and organizations.
(5) Administrative tasks and positions as appropriate within ASU.
(6) Participation in College and/or University committees.
(7) Scholarly presentations to the University or the public.
(8) Student advising or advising of student groups.
(9) Media interviews or commentary that advance the mission of the school.
(10) Non-remunerative consulting, board membership or other leadership roles in community service.

2. Promotion to Professor

Professor is the highest academic rank in the School and should be conferred only on those who have established an exemplary record of scholarship. Time in rank is not a sufficient condition for promotion; instead, promotion to Professor is based on a candidate’s cumulative record and having obtained a reputation as an exemplary scholar in the field.
Promotion to the rank of Professor will depend upon the demonstration of sustained effectiveness in all three areas outlined above (scholarship, teaching, and service) with an emphasis on scholarship and teaching. While there is no single model for what constitutes an exemplary record of scholarship, the following serve as general guidelines:

a) Scholarly Productivity

This can be evidenced by an extensive body of published work in leading peer-reviewed journals and/or scholarly presses (a significant portion of which must have been produced after promotion to Associate Professor). Candidate records for promotion should be comparable to recent, successful cases in the School of Criminology and Criminal Justice at Arizona State University, as well as in Criminology and Criminal Justice departments at peer institutions.

b) Scholarly Impact

(1) Evidence of exemplary scholarly achievement can be indicated—among other things—in the degree to which one’s published work is cited in the scholarly literature. This can be substantiated primarily through ISI citation counts (with additional information gleaned from other search databases (such as, Google Scholar) which should indicate a high level of scholarly influence on the field in terms of both overall citations and consistency of publication of highly cited works.
(2) Other indicators of an exemplary record of scholarship include national research awards, success in obtaining highly competitive external grants, published reviews of one’s work, evidence that one’s work has been adopted in graduate education and training, editorships and service on prestigious editorial boards, and citation to one’s work in major media outlets.
(3) Strong emphasis will be placed on external letters indicating that the candidate’s research has established her or him as a leading scholar in the field. A sufficient number of letters should be obtained from scholars at ASU peer or aspirational peer institutions who are free of conflicts.
(4) Candidates to Professor should demonstrate evidence of successful graduate student (particularly doctoral student) mentorship; indicators could include successfully chairing graduate student committees, and assistance to students seeking fellowships, grants, or awards.
(5) Promotion to Professor should be conferred only to those who have had an impact on the field, in a national and, where appropriate, international context. Such individuals should be regarded among the leading experts in their field.

VI. Procedures for Amending the By-Laws

These by-laws and school policies and procedures may be amended by a two-thirds vote of those faculty members present at a school faculty meeting, provided that a copy of any proposed amendments has been made available to all voting faculty members at least one week prior to the meeting and the time entered on the agenda of the faculty meeting. Proposals for changes to the bylaws can be made by a minimum of one quarter of the members of the voting faculty. It is the responsibility of the School Director to maintain an up-to-date version of the by-laws and school policies and procedures reflecting all changes and amendments.