BY-LAWS

School of Community Resources and Development
College of Public Programs
Arizona State University

As adopted by vote of the faculty 11/14/09

I. General

A. Preamble

The academic unit governed by these by-laws is the Faculty of the School of Community Resources and Development in the College of Public Programs at Arizona State University. The School of Community Resources and Development offers a broad academic program through course offerings and specific degree programs designed to meet the needs of undergraduate students majoring in parks and recreation management, tourism development and management, and nonprofit leadership and management; School minor, certificate and BIS students in NLM, PRM and TDM programs; non-major students seeking breadth in their undergraduate education; and graduate students pursuing the Master of Science in Recreation and Tourism Studies, Master of Nonprofit Studies and Ph.D. in Community Resources and Development. 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, and Instructor, or identified in their letters of appointment as Lecturer, 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 has the same restrictions as the Faculty Assembly membership outlined in the ACD Manual 505-02, that is, only faculty on tenure or tenure-track lines, full time administrative staff with teaching responsibility on continuing appointment or probationary lines are members of the School Faculty.
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 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 director of the School with the advice of the faculty is responsible for coordinating the day-to-day as well as the long term management of the School, while faculty members with the advice of the director are responsible for curricular decisions and for the quality of the instructional program. In addition to their teaching responsibilities, faculty members share in the leadership responsibilities outlined below.

All school officers (chairpersons of school committees) must be members of the School Faculty. 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 elected or appointed, as appropriate.

1. Directors of Graduate Studies

The Directors of Graduate Studies are tenure track professors appointed by the director for the Master of Science in Recreation and Tourism Studies, Master of Nonprofit Studies and Ph.D. in Community Resources and Development. Responsibilities include:

- Chairing the Graduate Faculty Committee
- Coordinating school activities with the Graduate College
- Directing the recruitment and admission of graduate students
- Assisting with the placement of graduate assistants
- Serving as temporary advisor to graduate students before their supervisory committee is established
- Directing any other activities related to the graduate program as assigned by the director
2. **Program Directors**

The director appoints a program director for each of the School’s three undergraduate programs (Parks and Recreation Management, Tourism Development and Management, and Nonprofit Leadership and Management). Prior to selecting the program director, the director will confer with the faculty (in the program area) and solicit their recommendation for the appointment. The term of appointment shall be for two (2) years and is renewable. Program directors must be tenured faculty members in the school. The program directors are responsible for:

- Providing administrative leadership to the program area including strategic planning, conducting regular faculty meetings and managing community partnerships.
- Ensuring that students in each program area have adequate program support and co-curricular opportunities to connect with other students and professionals on a regular basis.
- Assigning teaching responsibilities and scheduling all undergraduate classes (NLM, PRM and TDM) for the fall, spring and summer sessions (and on-line/hybrid class schedules).
- Facilitate the faculty peer review each spring and provide the evaluations to the director.
- Develop an advisory committee and conduct annual (or semi-annual) meeting as needed to support the program and school initiatives.
- Developing and facilitating of program area curricular initiatives, course additions or changes, catalog revisions and marketing materials (in coordination with school marketing efforts).
- Ensuring the program remains connected to national and state professional organizations that support high quality program development and accreditations or certifications.
- Review all course evaluations for each of their programs every semester and summer session.
- Meet monthly with the director and other program directors.

3. **Barrett Honors College Representative**

The director appoints the Honors College Representative. The term of the appointment shall be for one (1) year and is renewable.

- Insuring that the School's interests are well represented to the Dean of the Barrett Honors College.
- Assisting school faculty and honors students in knowing and making the best use of the honors program and school resources.
4. **Library Representative**

The director appoints the Library Representative. The term of appointment shall be for one (1) year and is renewable.

- Insuring that the School's interests are well represented to the Director of the University Libraries
- Assisting school faculty and students in knowing and making the best use of the library resources

5. **Academic Senator**

The School’s Academic Senator will be elected for a three-year term in the spring of the year preceding the beginning of service. Responsibilities include:

- Attending all Academic Senate meetings or arranging a substitute
- Representing the interests of the School through the Academic Senate
- Bringing university and Academic Senate concerns back to school faculty
- Assisting with the performance evaluation of the director
- Participating on Academic Senate committees

E. **Responsibilities and Authority of the Director**

The director 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 discussion 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. However, faculty members participate in a regularly established performance evaluation of their director and share their opinions with the dean.

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 Manual 109. More specific school responsibilities include:

- Continuing critical review of school objectives, programs and priorities
- Assigning or approving the teaching, service duties and research activities of faculty members
- Appointing faculty to committees and offices
- Recommending faculty for service on non-elected college and university committees
- Reviewing annually in writing and discussion the academic performance of all faculty members and academic professionals
- Recommending merit, equity, and market salary adjustments
- Guaranteeing efficient use of school resources including secretarial assistance, computer resources, travel budgets, research funds, and research and teaching assistants
- 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 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 adoption, unless specified otherwise.

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.

III. Meetings of the Faculty

A. The director calls and conducts regular meetings once a month. 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. The director must place an item on the agenda or call a special meeting to discuss a particular item if he or she receives a request in writing signed by ten percent or more of the members of the School Faculty.

B. School business will be conducted only when a quorum is present. A quorum is 50% or more of the members of the School Faculty.

C. 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.) 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 ballots will be destroyed after the results are announced. In personnel issues, the committee of tellers should reveal only as much information as is necessary to conduct the business at hand.

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 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 school secretary/parliamentarian will consult with the director to settle the dispute.

IV. Committees

A. Standing Committees

1. Affirmative Action and Human Relations Committee

The School Faculty acting as a committee of the whole shall serve as the Affirmative Action Committee.

In addition to helping to implement the policies and procedures described in the ACD Manual 401 and 402, this committee has the following affirmative action responsibilities:

- To approve the School's Affirmative Action Plan, or any changes thereto, and to act in accordance with this Plan.
- On either an individual or a collective basis, to identify potential minority faculty members and to interest such individuals in faculty or professional staff vacancies as they may occur.
- On either an individual or collective basis, to identify potential minority students and to encourage such individuals to apply for admission to the undergraduate and graduate program.

2. Personnel Advisory Committee

Members of the Personnel Advisory Committee shall be elected annually by the School Tenure Track Faculty. Only tenured faculty members are eligible to serve on the Personnel Advisory Committee. The Chair of the Personnel Advisory Committee shall also be elected by the faculty.
Faculty members may not serve on the personnel committee in the same year that they serve as director or on either the College Personnel Committee or the University Tenure and Promotion Committee. Nor should individuals serve in the same year that they submit an application for promotion or tenure. If a member of the committee submits an application for sabbatical leave, he or she should not participate in any deliberations concerning sabbatical leave requests for the year.

All committee deliberations are confidential. The Chair of the committee is 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 levels in the evaluation process.

If there are no women or minorities on the School Personnel Advisory Committee when a woman or minority faculty member is under review, a tenured woman or tenured minority faculty member must be appointed to the committee as appropriate. If the School has no tenured women or tenured minority members available, then the College Affirmative Action Committee will assign one as appropriate.

Personnel committee responsibilities include the drawing up and revision of school personnel policies and presenting such policies to the School for approval or revision. Other responsibilities include:

- Evaluating and recommending individuals for tenure and promotion
- Serving as a support group to school search committees, for example, helping to host and interview candidates for particular positions
- Evaluating the performance and advising on the hiring of adjunct faculty and faculty associates
- Evaluating and making recommendations on sabbatical proposals
- Serving in an advisory role to the Chair as requested for any personnel related issues including annual evaluations
3. **Curriculum Committee**

The three program directors will serve as the School Curriculum Committee. Responsibilities include:

- Evaluating and advising on new course proposals
- Evaluating and advising on new program proposals
- Examining the curriculum for duplication of courses and programs that are inefficient and should be considered for deletion or reduction
- Serving as an advisory board to ad hoc committees such as program review or accreditation committees

4. **Graduate Faculty Advisory Committee**

Members of the Graduate Faculty Advisory Committee include the Director of the Graduate Studies, who is appointed by the director. Responsibilities include:

- 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 Handbook" and keeping it up-to-date
- Preparing strategic plans and writing the reports for Graduate Council reviews and contributing to decennial review self-studies
- Serving in whatever ways the director asks in relation to the school's graduate program

5. **Undergraduate Standards and Appeals Committee**

Committee shall consist of three (3) full-time faculty members, one representing each program area. The director will appoint a faculty chair of the Undergraduate Standards and Appeals Committee. Also, two representatives from undergraduate student services will also serve on the committee to prepare paperwork and guidance on university and school policies. The term for the committee membership is for one (1) year and may be renewed indefinitely. Responsibilities include:

- Regular review of existing school academic procedures and policies and make recommendations to the faculty for review and change.
- Decisions on student requests for changes in core curriculum requirements, matters regarding admission, continuance of registration and graduation.
- Serving in whatever ways the director asks in relation to the School's undergraduate program.
C. Ad Hoc Committees

1. The director is authorized to appoint ad hoc committees as needed by the School, for example, an accreditation review committee, a search committee, or a building committee. The director will attempt to include representation on such committees from each group affected by the decision and may ask that such groups elect representatives. Depending on the nature of the task, the director will appoint a committee chair or ask that the members elect a chair.

2. Search Committees

Academic appointments are made by the provost but are subject to approval by the University President and the Board of Regents. However, the day-to-day management of a search for a new faculty member is the responsibility of the director, which is herein referred to as the "hiring official." Search committees and hiring officials follow the recruitment and hiring procedures outlined in ACD Manual 505-04. Although the search committee members will ask for input from the faculty, the committee is the group responsible for making the requested recommendations to the hiring official.

V. 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 faculty members at least one week prior to the meeting and the time entered on the agenda of the faculty meeting. It is the responsibility of the director to maintain an up-to-date version of the by-laws and school policies and procedures reflecting all changes and amendments.