



College	The College of Liberal Arts and Sciences
Unit	The School of Human Evolution and Social Change
Document	Bylaws

Unit and college approval

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Vice Provost for Academic Personnel	Date

SHESC Bylaws

April 23, 2021, revised January 26, 2024

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1. BYLAWS OF THE SCHOOL OF HUMAN EVOLUTION AND SOCIAL CHANGE

Approved by the Faculty 6 May 2011, Revisions Approved by the Faculty 23 April 2021 and by The College April 20, 2021. Revisions approved by the Faculty 14 April, 2023, 26 January 2024

PREAMBLE

The School of Human Evolution and Social Change (SHESC, or the School) is organized to advance scholarly knowledge of human societies and human evolution, including how human societies are constituted and why they change, the relationships between humans and their environments, and the biocultural dimensions of health and human biology. The School achieves these objectives from the study of human groups both in contemporary settings and over the full span of human history and prehistory. We are committed to advancing diversity, equity and inclusion in all that we do.

The School serves graduate and undergraduate students through course and degree programs that include classroom, laboratory, research, field, and service learning experiences. It provides staff and laboratory facilities, equipment, and other services to support active research programs by faculty members, research professionals, and post-doctoral fellows. The School fosters the integration of teaching and research by involving students in research with faculty mentors. It engages the wider regional, state, national and international communities with making available the specialized expertise and services of its faculty staff and students. The School strategically allocates its personnel and resources to carry out its responsibilities and to encourage a productive balance among education, research and service.

The School governs itself according to these Bylaws that are binding upon current and future administrative officers and members of this academic unit.¹ The Bylaws are implemented by formal SHESC Policies and Procedures (SHESC-PP) that are established by vote by the School Faculty. In case of conflicts, the policies and procedures of The College, Arizona State University (ASU), and the Arizona Board of Regents (ABOR), take precedence over these Bylaws or SHESC-PP.

ARTICLE 1. ORGANIZATION

SECTION 1.01 NAME

¹ ACD 112-01

These Bylaws apply to the School of Human Evolution and Social Change (SHESC) in The College of Liberal Arts and Sciences (The College) at Arizona State University.

SECTION 1.02 REPRESENTATIVE BODIES

a. School Faculty. The School Faculty is the governing body of the School.² All persons with voting privileges as provided in Section 1.03 constitute the members of the School Faculty.

b. Senate. Senators are elected by the School Faculty to represent the School Faculty in The College and University Senates. Senators must be members of the School Faculty and are elected as provided in the SHESC-PP. Senators are expected to attend all Senate meetings (or arrange for a substitute), to represent the interests of SHESC in the Senate, to report to the School Faculty on The College or University issues before the Senate, and to perform other duties appropriate to The College and University Senators.

c. Directorate. The Directorate consists of the Director and appointed Associate Director(s). The Associate Directors advise the Director on day to day issues regarding the operation of the School and the management of School staff. The Director may elect to have senior supervisory staff attend any directorate meetings in an ex officio capacity.

d. Executive Committee (EC). The Executive Committee consists of School faculty elected by the entire faculty (via Method 4 – see Section 2, Appointments and Elections, p. 2-1) to represent the School Faculty, as provided in the SHESC-PP. The EC advises the Directorate and serves as an interface between the Directorate and the faculty, and the uniform application of SHESC-PP. The EC may elect to assist and/or support individual or groups of faculty in non-HR faculty issues or disputes, through discussion with the Directorate on their behalf.

Section 1.03 VOTING PRIVILEGES

a. Tenured and Tenure-Track Faculty. All faculty with the title Professor, Associate Professor, or Assistant Professor with both their tenure home in the school and at least 0.5 FTE within the School have full voting rights within the School.

b. Non-Tenure-Track Faculty. Career-Track Faculty (ACD 505-02), and Academic Professionals with a terminal degree (ACD 505-03) at all ranks and who have at least 0.5 FTE within the School are considered “School Faculty” and have voting privileges excepting hiring, tenure and promotion of tenured and tenure-track faculty. Faculty who join the School through an appointment process that does not include faculty evaluation (e.g., without a formal search process) may attain faculty voting privileges by a simple majority approval of the voting faculty.

² ACD 505-02

c. Student Representatives. Student representative(s), elected as provide in SHESC-PP, do not have voting privileges in meetings of the School Faculty but may attend these meetings and participate in discussions of matters before the School except when confidential matters, including all personnel decisions, are being discussed. ³

d. Other Faculty, Research Professionals and Post-Doctoral Fellows. Faculty and research professionals not included in the subsections a-c above (including professors emeriti, affiliated faculty, adjunct faculty, visiting faculty, visiting instructors, faculty associates, visiting scholars and post-doctoral fellows) do not have voting privileges. Their attendance at and in participation in School Faculty Meetings is governed by SHESC-PP.

SECTION 1.04 OFFICERS

a. Director. The Director of SHESC is appointed and evaluated by the Provost or relevant Dean in accord with The College Bylaws. The participation of the SHEC faculty in the appointment process is determined by the Dean, but it is expected to be considered as part of a formal search process. The Director serves at the discretion of the Dean. The Director is the School's chief administrative officer and is responsible for the efficient execution of university policies, for overall leadership of SHESC, and for representing SHESC to The College, the University, and external constituencies. The Director has overall responsibility for the School's academic and research programs, strategic planning, personnel, budget and facilities. The Director reports to the Dean and is governed by The College, ASU and ABOR policies and procedures.⁴

b. Associate Director. The SHESC Director may be assisted by one or more Associate Directors appointed by the Director in consultation with the School Faculty through a formal recommendation of the Executive Committee with respect to a proposed appointment. The responsibilities of the Associate Director(s) are established by the Director. Associate Director appointments are for three years, with possibility of renewal. Associate Directors serve at the pleasure of the Director.

c. Committee Chairs. The chair of each of SHESC's standing committees (Section 1.05) is selected and has the term of office as provided by SHESC bylaws and SHESC-PP. No faculty member shall chair more than one standing committee.

1. The Director of Graduate Studies is appointed by the Director. They manage the graduate program, co-chair the Graduate/Undergraduate Committee, and have responsibilities delegated to the Committee by the Bylaws and the SHESC-PP.
2. The Director of Undergraduate Studies is appointed by the Director. They manage School undergraduate curriculum decisions and co-chair the

³ ACD 505-02

⁴ ACD-102

- Graduate/Undergraduate Committee. The normal period of appointment is three years, with possibility of renewal.
3. Chair of the Executive Committee (EC). The Chair of the Executive Committee manages the implementation of the responsibilities of the EC as specified in the SHESC-PP. Each year, the EC will choose one of its elected members to serve as chair.
 4. Chair of the Personnel Committee (PC). The Chair of the Personnel Committee manages the implementation of the responsibilities delegated to the Committee in the Bylaws and SHESC-PP. The Chair of the PC is elected within the PC as specified in the SHESC-PP.

SECTION 1.05 COMMITTEES

Administration of School business is conducted by standing and ad hoc committees, each consisting of a Chair and committee members. Committee members are selected as provided in these Bylaws and SHESC-PP. Each committee reports to the Director, through its Chair. Standing Committees are the Graduate and Undergraduate Committee, Executive Committee, and Personnel Committee.

a. Graduate and Undergraduate Committee (GUC). The Graduate and Undergraduate Committee oversees and coordinates the School's overall graduate and undergraduate programs. The GUC manages the admission of graduate students into graduate degrees administered by SHESC as well as the ranking of eligible SHESC Graduate Students for School funding. The GUC is selected in a manner that reasonably represents the School Faculty as provided in SHESC-PP.

b. Executive Committee (EC). The Executive Committee has school-wide administrative and advisory responsibilities as provided in the SHESC-PP. The principal goal of the EC is to provide recommendations to the Directorate about strategic planning derived from explicit faculty input and/or accumulated understanding of faculty perspective. It is also responsible for collecting, distilling, and transmitting input on important issues to the Directorate from the faculty, including issues of concern. The EC comprises 5 full-time faculty members each of which serve a 3-year term. The EC represents the faculty via delegated authority granted by the faculty. Members of the EC who are on sabbatical are not replaced. If 3 committee members are on sabbatical or formally approved leave then the faculty will elect a temporary replacement to bring the committee size to a minimum size of three members.

c. Personnel Committee (PC). The Personnel Committee conducts an annual evaluation of all school tenured and tenure-track faculty as provided in the SHESC-PP and The

College/University guidelines.⁵ The PC may also evaluate non-tenure-track faculty and/or academic professionals, as requested by the Director based on their individual job responsibilities. The PC makes recommendations to the Director on sabbatical requests and regarding School personnel policies and procedures. The PC makes recommendations to the School Faculty on adjunct and affiliate appointments. The PC is selected in a manner that reasonably represents the School Faculty as provided in SHESC-PP. 3

d. Committee for Strategic Charter Initiatives (CSCI). The committee studies, makes recommendations, and helps implement initiatives to advance the ideals of the ASU Charter within the School. The faculty committee chair will be appointed by the Director, other members will be elected or appointed as appropriate. The CSCI is selected in a manner to be representative of the School as provided in the SHESC Policies and Procedures.

e. Ad Hoc Positions and Committees. Ad hoc positions and committees may be created by the Director or by the School Faculty as necessary to carry out any business of the School deemed necessary. Ad Hoc Promotion Sub-Committees shall be constituted annually to consider promotion and tenure/continuing status cases on behalf of the faculty Promotion and Tenure Committee as provided in Article 3.

ARTICLE 2. MEETINGS

SECTION 2.01 FACULTY MEETINGS

a. Frequency. The SHESC Faculty generally meets once each month during the academic year.

b. Parliamentary Procedures. In the event of disputes over parliamentary procedures, the current edition of *Robert's Rules of Order* shall govern.

c. Notification. Except for urgent business, the Director must announce Faculty meetings by email at least three working days in advance by electronic notice, with an advance agenda distributed at that time. Any member of the School Faculty may submit additional agenda items that must be included on the agenda if they are received in time to be included and distributed with the meeting announcement and the advance agenda.

d. Quorum. Two-thirds of the tenured and tenure-track School Faculty who are not on sabbatical, parental, FMLA or other formally-approved leaves constitutes quorum. If no quorum call is requested, all votes taken at a properly called SHESC Faculty Meeting are considered valid.

⁵ Subject to The College Bylaws, and University policy articulated in ACD Manual sections 506-10.

e. Virtual Attendance of In-Person Meetings. Normally, faculty are expected to attend Faculty Meetings in person. Under some conditions, the Director may make meetings wholly electronic. Meetings are not normally held in mixed modalities.

f. Voting. Voting is normally done by an open voice vote, show of hands, or (in the case of virtual meetings), electronic poll. However, any request by a voting member for use of a secret ballot rather than a show of hands or a voice vote will be honored. A simple majority of members voting will decide a question, except that a two-thirds majority of members present and voting is required to change the Bylaws or to consider an item of new business (an item not appearing on the advance agenda). Proxy votes (votes by members not present) will be counted as provided in the SHESC-PP. If a faculty meeting is held in person, non-attendees may have a proxy in the room communicate their vote (when proxy votes are acceptable). If the meeting itself is virtual, all attendees vote by electronic means.

g. Minutes. Minutes of all Faculty Meetings shall be approved by the Faculty and Director, and distributed to SHESC Faculty members in a timely fashion.

SECTION 2.02 SPECIAL FACULTY MEETINGS

Special SHESC Faculty Meetings may be called at any time by the Director or by one-third of the members of the Faculty. Such special requests by faculty members must be in writing and must state the reason for the meeting. Special meetings must be announced by email at least three working days before the meeting is to occur.

SECTION 2.03 DECISION BY ELECTRONIC BALLOT

In cases when urgency or timing of a question make the convening of a Faculty Meeting impractical (e.g., over the summer, during campus closures), the Director may call for an Electronic Ballot. The question to be decided shall be distributed at least three business days prior to the due date of the Electronic Ballot. The Electronic Ballot shall be administered by a staff member designated by the Director. A quorum will require at least two-thirds majority of the School faculty eligible to vote on the matter (see Voting privileges, section 1.03). In order for the question to be approved, at least two-thirds of those voting must vote in the affirmative. The staff member managing the ballot shall keep individual votes confidential and shall report only the summary vote to the Director. No proxy votes are allowed in votes by Electronic Ballot.

ARTICLE 3. PERSONNEL POLICIES

SECTION 3.01 PROMOTION AND TENURE AND PROBATIONARY REVIEWS

Promotion and Tenure is handled under the Promotion and Tenure Guidelines as stipulated in the Policies and Procedures and as approved by The College and University.

SECTION 3.02 ANNUAL PERFORMANCE EVALUATIONS

a. Process. The Personnel Committee initiates the annual performance evaluation process in accord with the University and The College policy and following SHESC-PP. The Chair of the Personal Committee advises the Director in preparing the annual performance evaluations and on performance-based salary adjustments. The final responsibility for the annual evaluations of School Faculty, including any summary evaluative scores, rests with the Director.

b. Criteria. Annual performance evaluations of faculty depend upon the record of effective teaching, excellence in research or other creative activities, and service to the School., The College, University, profession, or community as provided in the SHESC-PP. In all these areas, advancement of diversity, equity and inclusion is valued as part of overall evaluation. Evaluations also take into account the workload distribution stipulated in the annual work plan.

c. Appeals. Formal appeals of annual performance evaluations must be submitted following current policy in The College and University.

SECTION 3.04 FACULTY HIRING PLANS

Faculty hiring plans for the School will be made by the Director in consultation with the School's approach heads/conveners and the Executive Committee. Hiring plans are submitted to the Dean on request.

ARTICLE 4. CURRICULUM

SECTION 4.01 DEGREES AND CURRICULUM

Proposals for the creation or disestablishment of SHESC administered undergraduate or graduate degrees or substantial changes to their curricula may be proposed for consideration by the Graduate and Undergraduate Committee and must be approved by the SHESC Faculty.

SECTION 4.02 TEACHING LOADS

Faculty teaching loads are negotiated with the Director as provided in the Workload provisions of SHESC-PP with the dual goals of effectively meeting the needs of our students and equitably distributing teaching responsibilities across the tenured and tenure-track faculty. Lecturer and instructor positions are focused on instruction and workloads are

expected to reflect University standards in terms of number of courses taught, taking into account percentage time and duration of appointment. Other faculty may, at the discretion of the Director, have instruction assigned as part of the duties on a year to year basis.

ARTICLE 5. BYLAWS AND POLICIES AND PROCEDURES REVISIONS AND RATIFICATION

SECTION 5.01 BYLAWS

Amendment of School Bylaws must be approved at a duly called meeting of the tenured and tenure-track School Faculty, Non-Tenure-Track Faculty, Career Track Faculty, and Academic Professionals with a terminal degree by two-thirds majority. Proxy voting is allowed unless the meeting is virtual. A motion for amendment of the Bylaws must be considered at one meeting of the SHESC Faculty and discussed and voted on at the subsequent meeting. If approved, the Director forwards the recommended amendment to the Dean and the Office of the Executive Vice President and Provost for approval.

SECTION 5.02 SHESC POLICIES AND PROCEDURES

The SHESC-PP and changes thereto shall be approved by a simple majority of those tenured and tenure-track, Non-Tenure-Track Faculty, Career Track Faculty, and Academic Professionals with a terminal degree voting at a Faculty Meeting.