

BACHELOR OF INTERDISCIPLINARY STUDIES

BYLAWS

Article I. NAME AND AUTHORITY.

These bylaws describe policies and procedures for faculty governance in the Bachelor of Interdisciplinary Studies (BIS) program at Arizona State University (ASU).

Article II. PURPOSE OF THE BIS PROGRAM

The purpose of the BIS program is to guide students toward integrating multiple domains of knowledge and to develop students' skills in formulating, analyzing and solving interdisciplinary problems.

Article III. BIS FACULTY MEMBERSHIP

A. BIS Faculty Membership

The BIS Faculty membership consists of all persons on teaching or research appointment in the BIS program holding the rank of Lecturer, Senior Lecturer, Instructor, Academic Professional, Visiting Faculty, Faculty Associate, Adjunct Faculty, or Teaching Assistant or Associate.

B. Voting Membership

The voting membership consists of those BIS Faculty who hold the rank of Lecturer or Senior Lecturer. Members on approved leave retain voting rights. A quorum shall be at least 75% of the voting membership. Faculty not present may submit proxy votes through an attending member; however, binding decisions may not be passed without a quorum present.

Article IV. OFFICERS

A. Director

A.1. Appointment and Evaluation

The Director is appointed by the Executive Director of the Division of Undergraduate Academic Services (DUAS) in consultation with the Vice-Provost of Academic Affairs (VPAA) to serve an initial term of three years, subject to favorable evaluations by the Executive Director and the BIS Personnel Committee. The Executive Director of DUAS consults with the current Director and Faculty whenever recommending appointment of a new Director. In most cases, the Director should be selected from among the current BIS Faculty. If candidates from outside BIS are interviewed, they must be invited to campus to meet with the program membership. The BIS Faculty will make a recommendation on the choice of Director to the Executive Director of DUAS. See also ACD 505-07.

A.2. Reappointment

The Executive Director of DUAS may recommend reappointment of the Director for an additional three years. During the first and third years of an initial appointment and during the second year of the reappointment term, the Director should be evaluated by the Executive Director of DUAS and the BIS Personnel Committee. Decisions regarding reappointment are made by the Executive Director of DUAS in consultation with the VPAA.

A.2. Duties of the Director

The Director represents BIS in its official business with other university personnel, with students, and with the public. Duties of the director include:

1. long-range planning for development of degrees and course work in a field of study,
2. encouragement of excellence in all BIS Faculty and Staff members,
3. maintenance of a productive atmosphere,
4. budget preparation,
5. budget administration, including limitation of expenditures to budget constraints,
6. management of day-to-day operations, and
7. supervision of
 - a. planning and coordination of program offerings, research, and public service;
 - b. assignment of faculty loads;
 - c. recruitment and recommendation of persons to fill vacant and new positions.
8. teach one BIS core course per year.

See also ACD 109: Directors of Academic Units.

A3. Shared Governance

The Director is responsible for the overall leadership of BIS. The Director shares leadership and decision-making responsibilities with Faculty and Staff, through discussion and other democratic procedures. See also ACD 109: Directors of Academic Units.

B. Academic Senator

The BIS Senator shall be chosen by secret ballot from among the current BIS Faculty. Nominations, including self-nominations, will be taken from among the BIS Faculty. Each nominee that accepts nomination shall give a brief statement of his or her qualifications and desire for the position. If no nominee receives a plurality of the vote after the first ballot, the two nominees receiving the most votes shall be considered in a run-off election. The nominee with the most votes in the run-off election will be named Senator. The Academic Senator shall serve in accordance with the Constitution and By-laws of the Academic Senate. The Senator's primary duties will be to regularly attend Academic Senate meetings, represent BIS to the Senate, and report back to the Faculty on issues of importance.

C. Other Officers

The Director, in consultation with the Executive Director of DUAS and the Faculty, may appoint officers as necessary for the efficient and effective functioning of BIS. When Faculty members are appointed to such terms, they may be granted appropriate reductions in teaching responsibilities. These officers may include but will not be limited to Curriculum Coordinator, Academic Coordinator, Parliamentarian, and Core Course Coordinators.

When these or other positions need to be filled the Director will: (1) make available a description of the position, (2) accept self and other nominations for the position, (3) discuss the position with all nominated individuals, and (4) seek feedback from the Faculty on filling the position. Once the Director makes a decision nominated individuals will be notified first; subsequently an announcement to all Faculty members will be made.

Article V: MEETINGS

The Director will call and conduct regularly scheduled faculty meetings. While the Director may be responsible for his/her items on the agenda, actual facilitation of discussion and chairing of the meeting can be the responsibility of Faculty other than the Director. Special meetings shall be held at the discretion of the Director or on written petition from a quorum of full-time Faculty not on leave during a given term.

Article VI: FACULTY EMPLOYMENT

A. Qualifications for Faculty Employment

Applicants seeking positions as BIS Lecturers, Senior Lecturers, or Director are expected to have a terminal degree. They are also expected to have demonstrated teaching excellence. The scholarship and/or pedagogy of these candidates should demonstrate the ability to address problems using the intellectual tools of more than one discipline. Searches for new BIS Faculty are national in scope. All finalists must be interviewed and evaluated by a search committee (chaired by BIS Faculty and including at least two other BIS Faculty), the BIS Advisory Committee, the Director of BIS, the Executive Director of DUAS and, when possible, the VPAA. In consultation with the Director of BIS, the Executive Director of DUAS makes all hiring decisions from finalists recommended by the search committee. The BIS program supports all university policies on affirmative action and equal employment opportunity.

B. Appointment Ranks

BIS Faculty hold the rank of either Lecturer or Senior Lecturer. Newly appointed BIS Faculty typically hold the rank of Lecturer.

C. Promotion to Senior Lecturer

BIS requirements for promotion from Lecturer to Senior Lecturer are derived from the guidelines established by the ASU Academic Senate Personnel Committee and set forth in ACD 506-12. In cases where an applicant has post-Ph.D. teaching experience prior to their joining BIS, promotion to Senior Lecturer will be considered when the applicant's first multi-year contract is reviewed. Materials to be submitted with a candidate's promotion file include:

- Academic unit's criteria for promotion (see below).
- Evaluation by a personnel committee;
- Transmittal letters from the BIS Director and Executive Director of DUAS;
- Summary of teaching effectiveness—including student and peer evaluations;
- Self-assessment; and
- Current curriculum vitae.

BIS criteria for promotion. A successful candidate must have:

- Completed five years (or currently be in the fifth year) of teaching with the BIS program.
- Demonstrated a consistent record of excellent teaching as documented by the materials required in ACD 506-12 and BIS portfolio.
- Demonstrated excellence in contributions to BIS in the form of service to BIS, DUAS, and ASU as documented by the materials required in ACD 506-12 and BIS portfolio.

Article VII: FACULTY RESPONSIBILITIES

A. Faculty workload

The normal distribution of faculty effort in BIS is 80% teaching and 20% service. Under special circumstances, the Director of BIS or the Executive Director of DUAS may alter this ratio. The standard teaching load is four classes (12 semester hours) per semester. Teaching responsibilities include classroom instruction, preparation, grading, office hours, and other work related to students enrolled in BIS classes.

B. Teaching Assignments

Decisions on teaching assignments, teaching schedules and class/office assignments are the responsibility of the Director (see ACD 109), although the Director makes these decisions through a collaborative and consultative process involving the BIS Faculty. Generally, instructional workload assignments are made on a rotational system to ensure each member has the opportunity to teach the

full range of BIS courses. New, additional and summer teaching opportunities will likewise be offered on a rotational basis.

B.1. Summer Teaching

Summer BIS classes are offered when the Director of BIS determines that both student demand and financial resources warrant. Such teaching is voluntary and is compensated according to ASU policies. The Director of BIS extends offers to teach BIS summer classes on a rotational basis. Faculty who request a summer teaching contract in a particular summer but are not appointed will be given top priority the following summer.

B.2. Departmental Teaching Exchanges

At the discretion of the Director of BIS and the Executive Director of DUAS, teaching exchanges with departments may occasionally take place, whereby BIS Faculty teach course(s) in another academic unit, and the regularly-appointed member of that unit teaches a comparable load for BIS.

C. General Service

Unless otherwise assigned, Faculty devote 20% of their effort in service to BIS, DUAS, and the university at large. This service may also include service to the external community. Service to BIS and DUAS includes preparation for, and attendance at announced faculty meetings, participation in convocations, and special occasions sponsored by the BIS Program. Faculty are expected to accept a fair share of responsibility for faculty governance. In addition, BIS Faculty may be called on to serve on BIS, DUAS and university committees.

D. Standing Committee: Personnel Committee

Normally, the Personnel Committee consists of three BIS Faculty, each of whom serves a two-year term. Terms of committee members are staggered to provide continuity. Two of the committee positions will be elected through a faculty vote and the third position will be appointed by the director.

The Personnel Committee makes recommendations to the Director on:

- Lecturer to Senior Lecturer promotions.
- Renewals of 3-year contracts.
- Evaluation of the Director.

The discussions of the BIS Personnel Committee on personnel issues are privileged and shall be held in confidence, except for transmittal as part of the Committee's responsibilities for recommendations on promotions, renewals and evaluations.

E. Other committees. The Director may appoint additional committees on an ad hoc basis to perform special functions consistent with the purpose of BIS.

Article VIII: PERFORMANCE EVALUATIONS

A. General Principles

Three types of formal, written evaluation are in place for BIS Faculty: (1) annual reviews, (2) reviews for contract renewal, and (3) reviews for promotion from Lecturer to Senior Lecturer. Reviews are conducted on a timeline to meet deadlines set by the Provost's office. The Portfolio guidelines as developed by the BIS Faculty serve as the basis by which BIS Faculty are evaluated.

B. Annual Reviews

BIS Faculty performance is reviewed annually. These reviews are conducted by the Director of BIS and submitted to the Executive Director of DUAS. Because of the role of continuous portfolio development

and assessment in the intellectual lives of BIS majors, the reflective portfolio becomes a logical vehicle for demonstrating and evaluating faculty performance as well. Instructions for preparing the faculty portfolio are contained in *BIS Faculty Portfolio Guidelines*. In addition to materials prepared and submitted by individual Faculty, the Director must also consider the following information in preparing assessments of faculty performance:

- Evidence (positive or negative) of the quality of teaching resulting from student evaluations, peer observations, etc.
- Evidence of the quality of service contributions,
- Evidence which documents special and unique qualities of faculty performance.

C. Contract Renewal

Reappointment follows procedures outlined in ACD 501. Criteria for reappointment include meeting the continuing needs of BIS, evidence of consistent excellence in teaching, and fulfillment of general service requirements. The BIS Personnel Committee conducts renewal evaluations and forwards a recommendation to the Director of BIS and the Executive Director of DUAS. Transmittal letters from the Director and Executive Director accompany promotion packets to the Vice Provost's office. The decision to reappoint rests with the President's office. Review for reappointment is conducted according to the calendar set forth by the university.

Article IX: PROCEDURES TO AMEND BYLAWS

Proposed amendments to the bylaws must be circulated to voting members of BIS no later than one week before they are to be considered in a faculty meeting. At the first faculty meeting, proposed changes are to be read only with a question and answer session. At the second faculty meeting, Faculty may amend the bylaws formally according to the consensus process in Article III. The adopted amendment may be adjusted as necessary in order to develop the consensus or otherwise meet the requirements of Article III.