I. Mission

The School of Art in the Arizona State University (ASU) Herberger Institute for Design and the Arts (HIDA) is the leading institution for the instruction of art in metropolitan Phoenix and central Arizona. Encompassing a breadth of disciplines and a comprehensive range of instruction in the studio arts, art education, art history, and museum studies, the School of Art proudly maintains its place as one of the largest schools of public instruction in the arts and embraces nationally ranked programs.

The School fosters a challenging and innovative learning environment, supports creative and academic exploration, encourages critical thinking, provides technical and professional mentoring, promotes faculty and student achievement and excellence, and advances a dynamic interchange between the university and community.

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

The bylaws of the School of Art and all of its policies, procedures, and activities shall be consistent with and follow the policies or procedures of (a) the Herberger Institute for Design and the Arts, (b) Arizona State University, and (c) the Arizona Board of Regents.

III. Membership

A. School of Art

School membership includes all persons and all ranks of with current status as students, staff and faculty of the academic unit.

B. School of Art Faculty

As outlined in ACD 505-02, School of Art Faculty include all employees of the Arizona Board of Regents, for and of Arizona State University, engaged in teaching, research, scholarship and/or creative activities, or service whose Notice of Appointment is as lecturer, senior lecturer, principal lecturer, instructor, assistant professor, associate professor, professor, clinical assistant professor, clinical associate professor, clinical professor, assistant professor of practice, associate professor of practice, professor of practice, research assistant professor, research associate professor, research professor, or persons who are otherwise designated as faculty on the Notice of Appointment. Graduate students who serve as assistants, associates, or otherwise are academic appointees, are not members of the faculty.

C. School of Art Academic Assembly

The Academic Assembly is the governing body of the School. Membership in the Academic Assembly comprises voting and non-voting members. Voting members are those faculty who are members of the ASU Academic Assembly as defined in ACD 112-01 (i.e. all employees of the Arizona Board of Regents in teaching, research, or service whose notice of appointment is as lecturer, senior lecturer, instructor, assistant professor, associate professor, professor, clinical faculty, professor of practice, research faculty, or persons who are otherwise designated as faculty on the notice of appointment) in one of the units of the School of Art. Non-voting members are those academic appointees including faculty associates, year-to-year academic professionals, visiting faculty, and emeritus faculty. Non-voting members may attend open meetings of the Academic Assembly.
Faculty and Academic Professionals who are on Leave of Absence including sabbatical leave do not have Academic Assembly voting rights during their leave.

Faculty and Academic Professionals who are serving in administrative assignments have voting rights in the Assembly as long as at least 15% of their assignment remains in the School of Art.

Representative members of the staff may also be invited to open meetings of the Academic Assembly. Although these individuals may be invited to offer their opinions before the Academic Assembly, they do not vote.

IV. Governance of the School
A. The Academic Assembly

1. Purpose and Function
   Members of the Academic Assembly participate in and share the responsibilities and obligations of governance of the School, the Institute, and the University as provided for by the Arizona Board of Regents in ABOR Policy 6-201. In discharging its responsibility, the Academic Assembly shall be a collective voice for its members and be empowered to recommend on the establishment and content of all matters of School of Art policy pertaining to educational policies and procedures, faculty and academic professional grievances, faculty and academic professional personnel, budgetary affairs, support services and all other matters affecting the role of the faculty and academic professional in the School of Art, as provided in ACD 112-01 and ACD 203-01. This shall be accomplished in a manner that assures the coordination and continuity of its affairs and promotes maximum communication and cooperation between the faculty, academic professionals, and the administration.

2. Authority and Responsibility of the Academic Assembly
   The Academic Assembly shall possess all rights, privileges and prerogatives conferred upon it by the Board of Regents, the University administration, and the governance documents of Arizona State University. As provided in ACD 203-01. In addition, the responsibilities of the faculty of the School of Art shall include, but are not limited to:

   a. participation in faculty governance at the unit level;
   b. participation in advancing the mission of the unit;
   c. determination of the scope, sequence and general course content in their areas of instruction;
   d. maintenance of the requirements for matriculation, retention, and degrees;
   e. providing recommendations for faculty retention, tenure, promotion, emeritus status, new faculty hires, search committees, and sabbatical leave through its elected personnel committee;
   f. enforcement of rules and procedures for academic discipline of students;
   g. following norms for teaching responsibilities established by the Herberger Institute for Design and the Arts, and ASU and for evaluation of both faculty and student achievement within the School;
   h. making recommendations to the Director on other matters that concern the faculty and staff.
Recommendations adopted by the Academic Assembly become effective upon approval of the Director of the School. In the event that the Director does not approve the recommendation, the Director shall meet with the Academic Assembly to resolve differences. In the event that a resolution cannot be found, the Executive Dean of the Institute will be requested to mediate.

B. Administrative Leadership

1. Director
   a. Responsibilities and Authority
      The Director of the School of Art is responsible for the general administration of the unit as outlined in the ACD Manual. The Director represents the School of Art in its official business with other university personnel, with students, and with the public. The Director shall provide administrative leadership including strategic planning, calling and conducting regular faculty meetings, and managing community partnerships. The Director shall ensure that students have adequate program support. The Director is responsible for managing and oversight of faculty and staff personnel actions including searches, and annual evaluation and review. The Director is charged with providing appropriate transparency regarding the fiscal management of the School.

      The Director is authorized to serve as signatory on behalf of the unit on all documents requiring unit level approval. The Director is authorized to create ad-hoc and temporary committees and appoint members to them. The Director directs and supports faculty and staff responsibilities in the interest of the advancement of the School.

   b. Appointment
      The Director is appointed by the Dean of the Institute with the approval of the Provost and President.

   c. Review
      In accordance with the ACD Manual and Herberger Institute procedures, the Director is evaluated by the faculty at the request of the Dean once every two years.

2. Associate and Assistant Directors
   a. Responsibilities and Authority
      Associate and Assistant Directors shall support the Director, particularly in matters of curriculum and enrollment management, student affairs, planning, and other matters as assigned.

   b. Appointment
      Associate and Assistant Directors are appointed by the Director to terms of service of one or more years.

   c. Review
      The Director evaluates the performance of Associate and Assistant Directors annually.
C. Other officers
   1. University Academic Senator(s)
      a. Election
         The School’s Academic Senator/s shall be elected by a majority of voting members
         of the Academic Assembly for three-year, staggered terms in the spring of the year
         preceding the beginning of service.
      b. Responsibilities
         i. Attending all Academic Senate meetings or arranging a substitute
         ii. Representing the interests of the School through the Academic Senate
         iii. Bringing University and Academic Senate concerns back to School faculty
              through timely reports
         iv. Participating on Academic Senate committees
   2. HIDA Personnel Committee
      a. Election
         The School’s Academic Assembly shall elect a tenured faculty member to serve on
         the HIDA Personnel Committee with a three-year term of service.
      b. Responsibilities
         i. Attending all meetings of the HIDA Personnel Committee
         ii. Reading all files assigned and responding promptly and appropriately
         iii. Respecting the confidentiality of all shared information
         iv. Offering all possible support and context to School of Art candidate reviews

V. Meetings of the Academic Assembly
   A. Regular Meetings
      The Academic Assembly will meet at least once each fall and spring semester with the
      first meeting to be held during the first two weeks of classes. The Director will make a call
      for agenda items in advance of all regular meetings and distribute an agenda in advance
      to all Assembly members. If an item of concern to the faculty assembly is requested and
      is not reflected on the Director’s agenda, the issue may still be addressed at the meeting
      if requested in writing and signed by ten percent or more of the members of the SOA
      Assembly. A representative of the group requesting a special agenda item or assembly
      meeting will conduct the discussion of the agenda item during the Assembly meeting.

   B. Special Meetings
      1. Special meetings of the Assembly may be called at the request in writing of ten (10)
         percent of the Assembly. Such written request shall specify the date and month of the
         proposed special meeting which date shall not be fewer than ten (10) nor more than
         sixty (60) days from the date of such written request. Special meetings may be held at
         any campus location.
      2. The Director may call special meetings of the Assembly and meetings of the SOA that
         are not Assembly meetings, inviting all members of the school (as outlined above) to
         attend and to submit items for placement on the agenda.

   C. Notice of Meetings
      Except in an emergency, the Director will announce meetings at least two weeks in
      advance. The schedule of regular meetings is to be tentatively set and announced within
      the first month of the fall semester each year.
D. Quorum
   A quorum at any meeting shall consist of the presence in person of 50% of the members of the voting members of the Assembly. Proceedings from meetings which fail to meet a quorum will be considered advisory only.

E. Voting
   1. Voting is restricted to members of the SOA Assembly.
   2. When a quorum of the Assembly is present at a meeting, a vote may be taken on an agenda item. If a quorum is not present at the meeting and a vote is necessary, a mail ballot will be sent to SOA Assembly members with a summary of the discussion. A quorum of ballots must be received for the issue to be considered resolved by vote.
   3. A simple majority vote is necessary to accept or reject an item of business. Depending on the matter at hand, voting may be by unanimous consent, voice vote in a meeting, or by ballot. The request by any voting member that a ballot be used for a particular issue should be honored. For balloting during a meeting, ballots will be prepared, distributed, and collected, then counted by two tellers appointed by the Director from the Academic Assembly. Should a majority of the quorum vote to have the ballot sent by mail to the entire faculty, not just to those at the meeting, that request will be honored.

   4. Mail ballots dealing with items not discussed at meetings, for example, the elections of committee members should be sent to all voting members of the SOA Assembly. If mail ballots are distributed on issues that have been discussed in an Assembly meeting, for example, amending the bylaws, then a summary of the arguments should be sent along with the ballots. Balloting procedure will follow the procedure outlined in Section VI, E. 5 of these bylaws.

   5. When a mail ballot is used, it will be distributed with an unmarked envelope in which the completed ballot is to be sealed and a second envelope with designated spaces for the signature and printed name of the elector, in which the sealed ballot is to be returned. Envelopes with votes enclosed will be deposited by voting academic assembly members in a locked ballot box. The results of the balloting will be counted by two tellers appointed by the director from the Academic Assembly. The ballots will be kept for a period of 90 days and then destroyed.

   6. Mail ballots may be conducted by electronic means; however, a record of the procedure and the results must be made and filed.

F. Rules of Order
   Meetings will be conducted according to the general principles of Robert's Rules of Order. Equally important to parliamentary procedure is a spirit of collegiality and mutual respect.
G. Minutes
A staff member of the SOA will be assigned by the Director to take the minutes of each meeting and distribute them to all SOA members as defined above within a reasonable time following the meeting. The Director will approve the minutes for distribution. Readers should submit corrections and additions either before or at the next Assembly meeting where attendees will approve the minutes. Staff is responsible for seeing that copies of approved minutes are distributed to all members and that that one copy of the minutes is stored for safekeeping. One copy should also be available for reference in the art office. The minutes shall include how many voting and non-voting members were in attendance, the names of those making motions and a summary of all actions taken.

H. Student Representation
Members of the Assembly and/or the Director may request that representatives of the student bodies, undergraduate and/or graduate, be present at certain meetings of the Assembly for observation and possible participation in discussions of particular issues. Students attending would be present only for the agenda item for which they were invited. Two Graduate Student Representatives shall be elected by the students to attend and observe Assembly meetings. During any discussion of personnel matters, or other business closed to non-voting members, the students will be asked to leave.

VI. Committees
Committees shall be formed for the purpose of carrying out the business of the School of Art. Members of committees shall be elected or appointed from the membership as described below. Two-thirds (2/3) of the membership of any committee shall constitute a quorum for the transaction of business, and the vote of a majority of the members present at any meeting, if a quorum be present, shall be the act of any such committee.

A. Program Coordinators Committee
1. Purpose and Function
   The Program Coordinators Committee shall serve as liaison between the Director and members of their respective areas and in an advisory capacity to the Director. Members shall receive and exchange information on School activities and programs as requested and meet with the Director as necessary, approximately once or twice each semester. The Program Coordinators Committee shall recommend to the Director appropriate candidates for scholarships and awards offered under the auspices of the School of Art.

2. Membership
   The Program Coordinators Committee shall consist of the Program Coordinators from each curriculum area. The representatives shall be elected or appointed on a rotational basis by the curriculum areas.

3. Term of service
   The term of service shall be one year, renewable as per area decision. The chair of the Committee shall be elected by the Committee for a one-year term and must have prior Program Coordinators Committee experience.
B. Personnel Committee
1. Purpose and Function
   The Personnel Committee fulfills the rights of the faculty provided in ACD 111-01 to make recommendations through the representative voting process on matters of appointing, retaining, and evaluating faculty, and as a part of the tenure, promotion, and the post-tenure review processes. The committee will evaluate and recommend to the Director the granting of leaves of absence, including sabbatical proposals.

2. Membership
   The Personnel Committee shall consist of one tenured member each elected from Art Education, Art History, and three elected tenured Studio faculty.

3. Term of service
   Members shall be elected for three-year staggered terms. Two additional at-large faculty members will be elected each fall for service in the spring semester annual review process.

4. Leadership
   The Chair shall be elected by the committee for a two-year term, renewable, and must have prior Personnel Committee experience.

C. Graduate MFA Committee
1. Purpose and Function
   The Graduate MFA Committee shall oversee the MFA studio graduate programs in consultation with the Director.

2. Membership
   The Graduate MFA Committee shall consist of five full time, tenured or tenure-track art studio faculty who represent a cross-section of studio areas. The members shall be appointed by the Director with the cross-section requirement in mind. The chair shall be elected from within by the Committee.

3. Term of service
   Term of service is one year (renewable for two).

D. Art Education Graduate Faculty
1. Purpose and Function
   The Art Education Graduate Faculty shall oversee the art education graduate programs in consultation with the Director.

2. Membership
   The Art Education Graduate Faculty shall consist of all full time, tenured or tenure-track art education faculty.

E. Art History Graduate Faculty
1. Purpose and Function
   The Art History Graduate Faculty shall oversee the art history graduate programs in consultation with the Director.

2. Membership
   The Art History Graduate Faculty shall consist of all full time, tenured or tenure-track art history faculty.
F. Curriculum and Standards Committee
   1. Purpose and Function
      The Curriculum and Standards Committee shall provide a peer review of curriculum,
      degree programs, catalogue, and standards matters. In addition, the committee will
      develop policy and procedures regarding curriculum and standards matters for
      consideration by the SOA administration and faculty. The committee will meet as
      needed for standards petitions and curriculum reviews and to develop curriculum
      standards policies and procedures. When developing policy and procedures, the
      committee will disseminate minutes to the faculty with minutes being taken on a
      rotational basis.
   2. Membership
      The Curriculum and Standards Committee shall consist of one tenured member each
      elected from Art Education, Art History, and three elected tenured Studio faculty.
      Members shall be elected for three-year staggered terms.
   3. Term of service
      The term of service is three years with terms staggered among representatives to
      provide continuity. The Associate Director serves as an ex officio member and chair.

G. Gallery Advisory Committee
   1. Purpose and Function
      The Gallery Advisory Committee shall serve as an advisory board for all School of Art
      exhibitions. The committee is responsible to review and recommend exhibition
      proposals for open times in campus galleries. The committee functions to advocate for
      high quality exhibitions and exhibition spaces.
   2. Membership
      The Gallery Advisory Committee shall consist of a minimum of three respected cultural
      professionals, two School of Art faculty members, one graduate student, and one
      undergraduate student. Student members shall be appointed by the Gallery Director.
      The cultural professionals will be invited by the Director from nominations of the
      faculty. The faculty members shall be elected by the faculty from self-nominated
      candidates. The Committee will be chaired by the Gallery Director who will serve as an
      ex-officio member of the committee.
   3. Term of service
      Gallery Advisory Committee term of service will be one year (renewable).

H. Search Committees.
   1. Purpose and function
      These committees are responsible for making the requested recommendations to the
      Director. Academic appointments are made by the Provost but are subject to approval
      by the university president and the Board of Regents. Search committees and hiring
      officials follow the recruitment and hiring procedures outlined in Section 505-04 of the
      ACD Manual. Search committee members will solicit input from the entire faculty.
   2. Membership
      These Committees are appointed by the Director and will be comprised of a majority of
      full-time faculty, but may include other parties as deemed appropriate to the position.
   3. Term of service
      Search Committee members serve until such time as the search concludes successfully
      or is terminated.
I. Ad Hoc Committees
   1. Purpose and Function
      The Director is authorized to appoint ad hoc committees as needed by the School, for example, for accreditation review, to research safety, student issues, or a building committee.
   2. Membership
      Ad Hoc Committees shall include representation on such committees from each group affected by the decision and such groups may be asked to elect representatives. Depending on the nature of the task, the Director shall appoint a committee chair or ask that the members elect a chair.
   3. Term of service
      Term of service will be appropriate to the nature of the business being conducted.

J. Other Committees
   The Director or the Assembly may create other committees as necessary at any time. Members of any such committees may be Assembly members or non-members, as decided by the organizing body.

VII. Support for or Removal from Duty
A. Committee Chairs and Representatives
   Committee chairs, University Senators, Institute Personnel Committee representatives, and other representative positions from the School of Art may be removed from their duty at any time with cause by the affirmative vote of a 2/3 majority of the voting Assembly members at any duly-called regular or special meeting. All such cases shall be conducted with due process. The procedure for removal shall include a petition stating cause signed by at least 20% percent of the Assembly members and presented as an agenda item at a meeting of the Assembly. Upon a positive vote for removal, the position will be considered to be vacated immediately and the Director will recommend a replacement within two weeks until such time as a new election can be held.

   The faculty may at any time gather and vote a motion of confidence in the work of any committee chair or representative who may need open support and forward same to the Director.

B. Program Coordinators may be removed from their leadership position and participation on the Program Coordinators Committee by a majority vote of that area’s tenured and tenure-track faculty. Removal is immediate and the term of service is forfeited. The area faculty will then vote on a replacement Coordinator.

C. Associate and Assistant Directors
   The faculty may at any time gather and vote a motion of confidence or no-confidence in an Associate or Assistant Director and forward same to the Director.

D. The Director
   The faculty may at any time gather and vote a motion of confidence or no-confidence in the Director and forward same to the Dean.
VIII. Amendments and Changes
These bylaws may be altered, amended, or repealed by a 2/3 majority vote of the Academic Assembly provided that a quorum of all eligible members cast a vote. Any member of the SOA Assembly may propose an amendment as a motion during a meeting of the SOA Assembly. As per ACD 111-02, amendments to the bylaws cannot be proposed and voted on in the same meeting. A motion for an amendment should be considered at one meeting, discussed at a follow-up meeting, and then voted on through a mail ballot prepared and distributed to SOA Assembly members in accordance with established procedures. A summary of the discussion and of the proposed change shall accompany the ballot. Ballots will be distributed within one week (excepting holidays) following the meeting in which the Assembly discussed the proposed amendment. Balloting procedure will follow the procedure outlined in Section V, E. of these bylaws. Ballots will be returned within one week for official counting. If passed by a 2/3 majority, the amendment will be forwarded to the Director, the Dean, and the Office of the Provost for approval’s.

IX. Policies and Procedures Manual
A Policies and Procedures Manual shall be established and maintained.

B. Content of the Policies and Procedures Manual
The Policies and Procedures Manual shall define procedures for the work of faculty governance and the operation of the School in keeping with the contents of these bylaws, including promotion and tenure guidelines.

C. Maintenance of and Amendments to the Policies and Procedures Manual
1. The Policies and Procedures Manual shall be maintained by the office of the Director of the School of Art.
2. Standing committees including Personnel, Curriculum, Program Coordinators, and Graduate Committees shall be charged with supervising, reviewing, updating, and preparing amendments to the manual.
3. Amendments to the manual are to be presented to the Academic Assembly for consideration when the standing committees deem it appropriate to do so.
4. Status reports on the manual are to be made to the Academic Assembly each academic year.