

College of Science Bylaws

Approved by the COS Faculty Council (FC) on 05.17.2024

Revised on 04.04.2025 – approval by FC vote on 04.16.2025

I. Purpose and Intent of Bylaws

The purpose of these bylaws is to provide the basic organizational structure by which the faculty of the College of Science (CoS) will function as a professional organization within the scope of its responsibility. The University Handbook for Appointed Personnel (<https://policy.arizona.edu/university-handbook-appointed-personnel>) and the Arizona Board of Regents' Articles of Constitution (<https://facultygovernance.arizona.edu>) document the official University procedures. These bylaws are specific to the College and outline procedures not fully documented in the official University documents noted above.

II. Administration

The dean of the College of Science is responsible for implementation of its policies and compliance with university policies. The dean may appoint associate and assistant deans to assist in administration of policies within the College, and will appoint department heads and directors to operate College units. Recruitment, selection, and review of academic administrators (associate deans, department heads, and directors) will include collaboration of faculty and other administrators in accordance with University policies and the "[Shared Governance Memorandum of Understanding](#)".

III. Departmental Responsibilities

The College of Science is made up of 14* academic departments, each administered by a department head or director through consultation with the dean. The department heads/directors are responsible for implementation of their departments' policies and compliance with college and university policies. The department head/director may appoint one or more associate department head(s) to assist in administration of policies within the department.

**The faculty in Cognitive Science, the 15th academic department, all have primary appointments in other departments.*

Departmental Governance

Each department should have departmental bylaws that are in concordance with the current Shared Governance Guidelines of the University (<https://facultygovernance.arizona.edu>). The department bylaws should be reviewed by

the dean and filed with the dean and the provost. Departmental bylaws should be reviewed every seven years, concurrent with academic program reviews.

Faculty

The faculty of each department report directly to the department head and are active members of the governance of the department.

Voting

The [Articles of Constitution, Article II, Section 1](#) define General Faculty for the purposes of university governance and voting on university-wide issues. Individual departments may include a broader group of people or exclude people for voting on departmental matters depending on what group is affected. These expansions/exclusions should be defined in the departmental bylaws. Voting at the College level will include the General Faculty as defined by the Articles of Constitution, unless otherwise specifically noted.

Committees

Designated committees, made up of faculty within the department, should formulate recommendations and policies regarding departmental governance.

IV. College Committees

Elected Standing Committees

Faculty Council

The Faculty Council is an elected group of faculty and academic professionals. It serves as the primary vehicle of shared governance in the College. The purpose of the Council is to improve and maintain communication between administration and faculty, staff, and students, and to help nurture a sense of community within the College of Science. The Faculty Council is charged with advising the dean of the College of Science on general issues affecting faculty, staff and graduate students. The dean may request advice from the Council on specific procedures, policies, or other concerns governing faculty, such as, but not limited to, salary adjustment, promotion and tenure, community building and belonging, communication between the dean and the general faculty, the faculty's role in college development initiatives and instructional matters, budgetary decisions, and nominations for faculty membership on ad-hoc college committees and standing university committees. The Council may bring matters of interest arising among the faculty, staff, and graduate students to the attention of the dean.

The Council will consist of up to 21 faculty members distributed as:

- Fourteen departmental representatives, one from each of the 14 academic units of the college. These representatives may be faculty of any rank on any track

(tenure-track, continuing status track, or career-track). The representative may not be the department head or director. If a FC member becomes a department head or director during their term, they will vacate their seat on the FC.

- Up to five career-track representatives, one from each of the College's major fields of study
- Up to two continuing status track faculty representatives

Details of composition of the committee and nomination and elections process are found in the document "Faculty Council Procedures."

Dean's Audit Committee

The Dean's Audit Committee is an elected group of faculty. Each year, several departments will be audited. The committee is charged with reviewing those departments' guidelines for annual faculty performance reviews and then reviewing the post tenure evaluations, summarizing the findings, and submitting a report to the dean to review.

The Audit Committee will consist of up to five tenured or continuing status faculty members at the rank of full. Nominations for committee will be made by the dean by October 1 of each academic year. Relevant information about the nominees will be provided to the Faculty Council for review. The FC will elect three to five members from the nominees, as requested by the dean, depending on the caseload in a particular academic year.

Appointed Standing Committees

Tenure-Track: Promotion and Tenure Committee

Each year the dean appoints a College of Science Promotion and Tenure committee (P&T) and names its chairperson. The purpose of this committee is to review promotion and tenure materials received from the departments and make recommendations to the dean about promotion and tenure. The P&T committee consists of no fewer than six members, all of whom have been awarded tenure in the CoS. Members reviewing a given case must be at the same rank or higher as the rank being considered.

Appointments are normally three-year terms but can be split to accommodate research obligations or leaves. Members may serve on both their Departmental P&T Committee and the College P&T Committee. In any given year, it is possible that the committee may include members from departments that are presenting candidates. It is therefore stipulated that a committee member may not participate in discussions concerning candidates from his or her own department, that they must leave the room during such discussions, and that they must recuse themselves from voting on those cases.

Continuing-Status Track: Promotion and Continuing Status Committee

Each year the dean appoints a College of Science Promotion and Continuing Status (P&CS) committee and names its chairperson. The purpose of this committee is to review promotion and continuing status materials received from the departments and make recommendations to the dean. The P&CS committee consists of no fewer than three members, all of whom have been awarded continuing status. Appointments are typically one-year terms. Members reviewing a given case must be at the same rank or higher as the rank being considered. In any given year, it is possible that the committee may include members from departments that are presenting candidates. It is therefore stipulated that a committee member may not participate in discussions concerning candidates from his or her own department, that they must leave the room during such discussions, and that they must recuse themselves from voting on those cases.

Career-Track: Promotion Committee

Each year the dean appoints a College of Science Career-Track Promotion (CTP) committee and names its chairperson. The purpose of this committee is to review promotion materials received from the departments and make recommendations to the dean. The CTP committee consists of no fewer than three members, all of whom are at least associate rank career-track faculty members. Appointments are typically one-year terms. In accordance with the *Provost's Guidelines for Promotion and Tenure*, associate professors may serve for cases involving promotion from Assistant rank to Associate, but for promotion to full rank, all reviewers must also be of full rank. In any given year, it is possible that the committee may include members from departments that are presenting candidates. It is therefore stipulated that a committee member may not participate in discussions concerning candidates from his or her own department, that they must leave the room during such discussions, and that they must recuse themselves from voting on those cases.

Sabbatical Leave Committee

The sabbatical leave committee is charged with reviewing all applications submitted by CoS faculty for sabbatical leave. The dean appoints four faculty members from the CoS to this committee each year. Their work is typically completed in January.

Teaching and Advising Awards Committee

This committee reviews nominations for College of Science Teaching and Advising Awards from CoS units. This committee will be comprised of the at least three of the CoS associate deans.

V. Meetings

Department Heads and Directors (DHD): On a weekly basis the dean meets with all of the department heads and directors to discuss matters pertaining to the college and to disseminate information from the university.

Associate Department Heads (ADH): As needed throughout the academic year, the Associate Dean for Undergraduate Success and/or the Associate Dean for Graduate and Postdoctoral Affairs will meet with the associate department heads to discuss matters pertaining to the college and to disseminate information from the university.

Faculty Council: Faculty Council meets at least four times a semester to discuss issues, concerns, initiatives, advice etc. The dean will attend two meetings per semester, or more if invited by the Faculty Council. The meeting agenda will be set by the Chair and Vice Chair of the Faculty Council.

VI. **Revisions**

Proposed amendments to the bylaws should be circulated by the dean and Faculty Council representatives to departments for review. Amendments will be voted on the Faculty Council and passage will require a 2/3 majority of the sitting Faculty Council members and approval of the dean.