BY LAWS

FOR THE

NORTON SCHOOL OF FAMILY AND CONSUMER SCIENCES
THE UNIVERSITY OF ARIZONA

ARTICLE I

Name

The name of the organization will be the faculty of the Norton School of Family and Consumer Sciences, The University of Arizona, hereinafter referred to as the faculty.

ARTICLE II

Composition

1. The membership of the faculty of the Norton School of Family and Consumer Sciences will include research associates, lecturers, instructors, adjunct (see Appendix A), assistant professors, associate professors, full professors, Extension specialists, Academic advisors, or titles comparable to those listed, as determined by the Committee on Committees, holding at least a one-half time continuing or temporary appointment in the Norton School of Family and Consumer Sciences.

2. Faculty will be grouped into divisions within the Norton School.

3. The voting membership will consist of all faculty members who are not short-term substitutions and are on at least a half-time appointment in the Norton School of Family and Consumer Sciences. If short-term substitution is not clear, the Committee on Committees will determine the intent of a faculty person’s contract.

4. Members of the staff who are not members of the faculty will have the right to attend meetings as observers and may be granted the privilege of the floor in accordance with rules established by the faculty. They may also be appointed to committees with the exception of Committee on Committees, Faculty Review and Development and Promotion and Tenure/Continuing.
5. The student constituency will consist of:
Graduate students enrolled in the Norton School of Family and Consumer Sciences as majors will comprise the graduate student constituency.

Undergraduate students enrolled as majors, plus freshmen and sophomores with major preference in the Norton School of Family and Consumer Sciences will comprise the undergraduate student constituency.

6. Graduate assistants/associates and other students invited by the Committee on Committees may attend faculty meetings, but will be without vote.

**ARTICLE III**

Functions

Subject to the powers and limits established by the Board of Regents, the faculty will be responsible for:

1. Setting entrance requirements and requirements for degrees;
2. Approving or disapproving the establishment of programs for majors;
3. Initiating new courses;
4. Determining scholastic standards to be met by students;
5. Establishing other regulations concerning curricula, instructional programs and grading;
6. Participating in the development of research programs, establishing research priorities and review of publications reporting research from the Norton School;
7. Studying educational policy, long range plans, faculty welfare and other matters of general concern to the faculty and students.

**ARTICLE IV**

Administration

1. The director of the Norton School of Family and Consumer Sciences will serve as the chief administrative officer.
2. The division chairpersons, are appointed by the director for a 4 year term.
3. The Strategic Advisory Team (SAT) will assist the Norton School director in long range planning, and in reviewing and recommending administrative and educational policies and will propose changes to the faculty for consideration at faculty meetings.

Membership on the SAT will include the chairpersons of the Divisions of Family Studies and Human Development and Retailing and Consumer Sciences, an Extension faculty representative, the Director of the Southwest Retail Center for Education and Research, the Director of the Institute for Children, Youth and Families, the SFCS Business Manager and the Director’s Administrative Associate.

**ARTICLE V**

Meetings

1. Meetings of the faculty of the Norton School of Family and Consumer Sciences will be of two types: (1) regularly scheduled meetings, and (2) specially called meetings.

2. The director of the Norton School of Family and Consumer Sciences will preside at meetings of the faculty. In case of absence of the director, one of the division chairs will preside.

3. The administrative assistant/associate to the director of the Norton School of Family and Consumer Sciences will record and distribute the minutes of the faculty meetings.

4. The following rules will govern the conduct of meetings:
   
a. Both voting and non-voting members of the Norton School of Family and Consumer Sciences faculty, including graduate assistants/associates, may attend faculty meetings. Faculty in related areas may be invited to attend.

b. Notification and agenda of regularly scheduled meetings of the faculty will be distributed to all faculty at least one week in advance. If no agenda items are proposed by the director, individual faculty, or school committees, the meeting will be canceled. Faculty will receive notification of specially called meetings and agenda at least 48 hours in advance.

   Regularly scheduled meetings will be held the third Wednesday of every month at noon from September to April. The first and last meetings will be determined by the Committee on Committees prior to the beginning of fall semester based on the academic calendar. Copies of the schedule of regular meetings will be made available to faculty at that time.

   Every attempt possible should be made to not schedule faculty to teach from 12 noon to 1:00 p.m. on Wednesday.

c. Meetings will be held once a month during each regular academic semester. One meeting will be held within the first week of the academic year. During the last meeting of the academic year committee reports will be presented.
d. Particular agendas may require additional time. These meeting times will be adjusted as determined by the Committee on Committees.

e. Motions to be voted upon by the faculty can only be introduced in regard to business items actually appearing on the agenda. No non-agenda items can be introduced as motions on the floor for faculty vote.

f. Minutes of all meetings will be distributed to each faculty member and such other persons as designated by the director within one week of the meeting.

g. A specially called meeting may be called in any one of the following ways: by the director, by a standing committee, or by written request of ten percent of members of the faculty.

h. Faculty representatives to committees will be named prior to the first meeting of the academic year.

5. The following rules will govern voting:

A majority (over half) of the voting members of the faculty will constitute a quorum. See Article II, number 2, and Appendix A. Decisions of the faculty will be reached by a majority of the voting members at any properly called meeting with a quorum present.

Faculty may assign their proxy, in writing, to another faculty member of their choice.

Normally, voting will be by show of hand; but any faculty member present may call for a vote by ballot.

**ARTICLE VI**

Committees

1. The Norton School of Family and Consumer Sciences committees will include five standing committees. They are listed below: (See #6 for descriptions of membership and duties)

   - Committee on Committees
   - Faculty Review and Development
   - Promotion and Tenure/Continuing
   - Human Subjects
   - Undergraduate Curriculum & Academic Standards

2. The standing committees will function according to the purposes outlined below. Such committees will deal with policy or action matters of continuing concern to the faculty.

3. Ad hoc Committees may be appointed by the Norton School director or the Committee on Committees with special charges and time limitations to study and make recommendations that are outside the purview of the standing committees.
4. Faculty with half-time or more appointments will serve on committees.

5. The Norton School Director will be an ex-officio member of all committees. All committees will be available for consultation with the director of the Norton School.

6. The membership and duties of each standing committee will be as follows:

A. Committee on Committees

   Membership:
   
   Two representatives elected in the spring from each division.

   Term:
   
   The three-year term, staggered within divisions, will begin the first day of the academic year.

   Duties:
   
   1. To review, recommend, and approve all scope and structure of standing committees;

   2. To be responsible for proposing changes in the bylaws for faculty action;

   3. To be responsible for incorporating bylaw changes and distributing copy to faculty in the fall;

   4. To be responsible for faculty elections including balloting;

   5. To be responsible for implementing voting on faculty decisions.

   Procedure:

   Each year the Committee on Committees will ask members of the faculty to rank their preferences for committee assignments. The Committee on Committees will then, in consultation with the director, appoint the members and temporary chairperson of each standing committee, taking preferences into consideration. Factors to be considered include appropriate representation from the areas of teaching, Extension and research. Appointments will be in accordance with member specifications for each standing committee.

B. Faculty Review and Development Committee

   Membership:
Two faculty members elected from each division and division chair from each division. For divisions having more than one program area* (e.g., Cooperative Extension), a representative from each area should be elected.  
*Applicable when the program area represents two or more members.

Term:

The three-year term, staggered within divisions, will begin the first day of the academic year.

Duties:

1. To assist the director in reviewing faculty performance and providing maximal opportunities for each faculty member to achieve professional and personal goals within the University community to the extent that the goals are in harmony with the defined mission of the University and the School and the pursuit of excellence.

2. To recommend professional development activities

3. For faculty receiving an overall unsatisfactory performance review, the Faculty Review Committee will assist the director and the faculty member in creating a plan to address factors identified as needing improvement by the performance evaluation.

4. For faculty receiving an unsatisfactory rating in one or more (but not all) areas of the performance review, a member of the Faculty Review Committee will serve on an ad hoc committee (as outlined under Article VI, Part I of the By Laws) to assist in developing a plan to address those areas in need of improvement.

C. Promotion and Tenure/Continuing Committee

Membership:

Three standing and two ad hoc members for each review. The standing members will be comprised of one tenured faculty member from each division elected in the Spring by the teaching/research faculty within that division and one continuing member who will be elected by Cooperative Extension specialists. Two ad hoc members may be appointed by the director, from among the tenured and continuing faculty, to ensure that subject matter relevancy and faculty rank requirements are being met for the individual being reviewed.

Term:

The elected faculty members will serve a three-year staggered term. The appointed ad hoc members will serve a one-year term.

Duties:
1. To review candidates’ materials and make recommendations for promotion and/or tenure or continuing appointment. Voting members of the recommending committee will be of a rank higher than that of the person being reviewed.

2. To conduct (a) annual reviews of the materials of candidates for promotion and tenure and provide written comments regarding the candidates progress in teaching, research and service to the Norton School Director and (b) a formal third-year review for candidates who are eligible for reappointment at the end of three years of service and make a recommendation for retention or non-retention to the Norton School Director.

3. To provide faculty members the opportunity to meet with the committee and exchange information as appropriate.

4. To provide each faculty member or academic professional being reviewed the opportunity to meet with the committee and exchange information as appropriate.

5. To execute responsibilities in accordance with Norton School, College and University procedure documents.

D. Human Subjects Committee

Membership:

One faculty representative elected in the spring from each division appointed by the Committee on Committees and approved by the Norton School director.

Term:

The three-year term, staggered between divisions, will begin the first day of the academic year.

Duties:

To review all proposals initiated by faculty or students using human subjects in accordance with University guidelines.

E. Undergraduate Curriculum and Academic Standards Committee

Membership:

One faculty representative from each division and the Norton School coordinator of undergraduate programs appointed by the Committee on Committees and approved by the Norton School director.
Term:

The three-year term will begin the first day of the academic year.

Duties:

1. To review the probation status reports and make recommendations to the director.

2. To determine scholastic standards to be met by students.

3. To conduct periodic analyses of the quality of entering, current and past Family and Consumer Sciences students.

4. To conduct a follow-up each semester of students currently enrolled who are on probation.

4. To shape and coordinate curriculum and catalog materials for the Norton School of Family and Consumer Sciences not under jurisdiction of each division. The divisions will be responsible for curricula decisions specific to each and will forward decisions made at the division level directly to the Faculty of the Norton School of Family and Consumer Sciences for a vote.

6. To evaluate and respond to College of Agriculture and Life Sciences and University curriculum matters not relevant to the specific divisions.

**ARTICLE VII**

Parliamentary Authority

Except when otherwise provided in the Bylaws, all procedures will be accord with Robert’s Rules of Order, Revised.

**ARTICLE VIII**

Amendment of the Bylaws

1. A vote to change the bylaws requires the consent of two-thirds of the voting faculty.

2. A vote to change the bylaws cannot be taken on the same day the motion is introduced. Copies of the proposed amendment must be distributed to the faculty at least 14 days prior to the meeting where the changes will be discussed.

3. The Norton School administrative assistant/associate will prepare an updated bylaws copy to be distributed to the faculty in the fall at the request of the Committee on Committees.
APPENDIX A

Criteria for appointment as Adjunct Professor (or Assistant, Associate) in the Norton School of Family and Consumer Sciences.

May 9, 1985

There are occasions when it may be mutually advantageous for the Norton School of Family and Consumer Sciences and for qualified professionals outside the Norton School to be appointed as adjunct assistant professor, associate professor or professor. The following general guidelines are provided to govern such appointments:

1. Recommendations for adjunct appointments may be submitted to the director from the Executive Council, any division chairperson, or by a request from an individual seeking adjunct appointment status. The Norton School director will invite in writing a potential adjunct faculty person to be considered for such an appointment in the Norton School.

2. A candidate for an adjunct appointment must submit a curriculum vita for review. The Norton School P & T Committee will review the vita, seek input from faculty, and make a recommendation to the director.

3. An adjunct appointment will be dependent upon College and University approval.

4. Adjunct appointments will be made for one school year, but will be renewed with the agreement of the adjunct appointee, approval or recommendation of the appropriate division chairperson and the Norton School director. A vita need not be submitted for successive appointments.

5. An adjunct appointee may serve on Norton School committees as appropriate, with full voting privileges as a committee member.

6. An adjunct appointee will not have full faculty voting privileges in the Norton School of Family and Consumer Sciences.