

Effective: 3/1/2001

ACD Manual Revision Notice

Policy	Summary of Changes
<p><u>ACD 002</u></p> <p>Definitions</p>	<p>Revision of Policy</p> <p>Revised to add 12 definitions related to ACD 125</p>
<p><u>ACD 105</u></p> <p>University Administrative Officers</p>	<p>Revision of Policy</p> <p>To reflect the listing in both the <i>General Catalog</i> and the <i>Graduate Catalog</i> under the Administrative Personnel section</p>
<p><u>ACD 112-01</u></p> <p><i>Academic Constitution and Bylaws</i></p>	<p>Revision of Policy</p> <p>Revised to broaden Academic Assembly membership to include all full-time lecturers and senior lecturers; to modify membership in the Academic Senate by removing a reference to senators at large of lecturers, Honors College, and College of Extended Education and by updating the name of the Honors College; to state that a majority of membership shall constitute a quorum; to amend Bylaw I of the Constitution by changing Grievance Clearinghouse Committee to Clearinghouse Committee; to amend Bylaw II by deleting references to the Financial Affairs Committee and the University Services and Facilities Committee and creating a University Affairs Committee; to amend Bylaw III by removing the 30 percent requirement for candidates exceeding the number of vacancies, deleting the requirement for a second announcement of the election in <i>Insight</i>, and adding a section allowing the executive committee of the senate to propose an electronic balloting procedure</p>
<p><u>ACD 117</u></p> <p>Cross-College Advising Services</p>	<p>Revision of Policy</p> <p>To update the title of the policy to reflect the unit's new name, to include Bachelor of Interdisciplinary Studies students in the list of those for whom academic advising services are provided, to specify that CAS assists students in decision making regarding academic plans, to mention an ASU academic advising directory on the Web, and to update the room number and hours of CAS</p>

<p><u>ACD 125</u></p> <p>Computer, Internet, and Electronic Communications</p>	<p>Addition of Policy</p> <p>New policy to define acceptable use of ASU computing and communication resources</p>
<p><u>ACD 304-01</u></p> <p>Examinations</p>	<p>Revision of Policy</p> <p>Revised to update the required retention period for final examination papers to one year</p>
<p><u>ACD 304-04</u></p> <p>Accommodation for Religious Practices</p>	<p>Revision of Policy</p> <p>Revised to clarify that the time period for notifying supervisors of anticipated absences for religious holidays refers to working days</p>
<p><u>ACD 401</u></p> <p>Equal Opportunity/ Affirmative Action</p>	<p>Revision of Policy</p> <p>Revised to change language in the sentence under “Harassment Prohibited,” to add the Family Leave policy to no. 7 under “Race/ Sex/Age Discrimination Guidelines,” and to change language in no. 1 and no. 3 under “Affirmative Action Program for Individuals with Disabilities...,” and to add two cross-references</p>
<p><u>ACD 402</u></p> <p>Sexual Harassment</p>	<p>Revision of Policy</p> <p>Revised to add applicability</p>
<p><u>ACD 404</u></p> <p>Board on Equal Opportunity</p>	<p>Revision of Policy</p> <p>Revised to add applicability, to state that the chair of the hearing panel has subpoena power, to modify the description of the process followed in the hearing, to allow the president 45 days to render a decision and 20 days to respond to a request for review, to specify that the dissatisfied complainant has five working days to request a rehearing or review, and to specify that the complainant has 35 days to file in court after receipt of the president’s decision or the president’s response following reconsideration</p>
<p><u>ACD 405</u></p> <p>Americans with Disabilities</p>	<p>Revision of Policy</p> <p>Revised to change language in the first sentence under “Employment” and to delete two cross-references</p>
<p><u>ACD 505-04</u></p>	<p>Revision of Policy</p>

Recruitment/Appointment	Revised to remove “in a semester” from the statement “Pool recruitment may be used...when the department will hire more than five individuals in a semester from the recruitment,” to update links, to delete a coding sheet no longer submitted as part of the offer packet, and to revise an exhibit
<p><u>ACD 506-08</u></p> <p>Annual and Probationary Evaluations for Academic Professionals</p>	<p>Revision of Policy</p> <p>Revised to clarify that the time period for an academic professional to request a review of a performance evaluation is 30 calendar days</p>
<p><u>ACD 506-12</u></p> <p>Promotion from Lecturer to Senior Lecturer</p>	<p>Revision of Policy</p> <p>Revised to update submission deadline for requests for promotion to October 1</p>
<p><u>ACD 508-07</u></p> <p>Retirement Age</p>	<p>Revision of Policy</p> <p>Revised to change the title to accurately reflect the content and to provide a cross-reference</p>
<p><u>ACD 509-02</u></p> <p>Grievance Policies and Procedures for Faculty</p>	<p>Revision of Policy</p> <p>Revised to clarify that the chair of the hearing committee, after receiving written documentation and witness lists, has three working days to send them to the committee and that the grievant who is dissatisfied with the decision of the president has five working days after receiving that decision to request reconsideration, and to add a step to the hearing process to allow the chair to meet with the parties and/or counsel before the hearing</p>
<p><u>ACD 510-03</u></p> <p>Faculty Appointments for Summer Sessions</p>	<p>Revision of Policy</p> <p>Revised to change the title to accurately reflect the content of the policy</p>
<p><u>SPP 702-04</u></p> <p>Bereavement Leave</p>	<p>Revision of Policy</p> <p>Revised to add brother-in-law, sister-in-law, son-in-law, and daughter-in-law to the list of individuals for whom employees may receive bereavement leave</p>
<p><u>ACD 808</u></p> <p>Lost, Stolen, or Found</p>	<p>Revision of Policy</p> <p>Revised to delete one cross-reference and add another</p>

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