
Effective: 10/1/1998

ASU ACD Manual Revision Notice

Policy	Summary of Changes
<p><u>ACD 003</u></p> <p>Table of Exhibits</p>	<p>Revision of Existing Policy</p> <p>Revised to delete the records retention and disposition schedule</p>
<p><u>ACD 111-02</u></p> <p>Unit Bylaws</p>	<p>Revision of Existing Policy</p> <p>Revised to update policy numbers in the text</p>
<p><u>ACD 112-01</u></p> <p><i>Academic Constitution and Bylaws</i></p>	<p>Revision of Existing Policy</p> <p>Revised to add the president of the ASU East Academic Assembly to the Academic Senate's Executive Committee as an ex-officio, non-voting member</p>
<p><u>ACD 116</u></p> <p>Philosophy of Intercollegiate Athletics</p>	<p>Revision of Existing Policy</p> <p>Revised to update policy titles and numbers in cross-references, to add a cross-reference and delete another</p>
<p><u>ACD 123</u></p> <p>Misappropriation of University Assets</p>	<p>Revision of Existing Policy</p> <p>Revised to delete a cross-reference</p>
<p><u>ACD 304-01</u></p> <p>Examinations</p>	<p>Revision of Existing Policy</p> <p>Revised to change the title of a policy in a cross-reference and to indicate in a cross-reference that the university records retention policy has moved from the PHY manual to the PCS manual</p>
<p><u>ACD 304-02</u></p> <p>Missed Classes Due to University-Sanctioned Activities</p>	<p>Revision of Existing Policy</p> <p>Revised to change the title of the policy, to expand the purpose beyond the provision of early examinations in certain circumstances to include the provision of making up graded in-class work, to expand the policy to specifically state that students</p>

	who miss class for university-sanctioned activities should be given opportunities to make up work, and to specify the responsibilities of students and administrators
ACD 304-09 Evaluation of Teaching	Addition of Policy Added to provide an opportunity for student feedback on instruction
ACD 305-04 Special Class Fees and Deposits	Revision of Existing Policy Revised to note that a Board of Regents' policy on computer fees is currently under development, to state that the Main Campus Class Fee Sunset Review Committee may determine a fee to be no longer justified, to discuss the role of the committee, and to add steps to the procedure (revision made in compliance with recommendations of the Board of Regents' audit staff)
ACD 305-07 Faculty Office Hours	Revision of Existing Policy Revised to change the name of the policy, to state that office hours should be easily available to students (rather than posted outside the door), and to specify that faculty should be available by appointment for students who cannot meet during posted office hours
ACD 401 Equal Opportunity/ Affirmative Action	Revision of Existing Policy Revised to delete a policy reference within the text and to change the room number of the Office of EO/AA
ACD 402 Sexual Harassment	Revision of Existing Policy Revised to change the room number of the Office of EO/AA and to change a number and policy title of a cross-reference
ACD 403 Procedures for Resolving Complaints of Unlawful Discrimination	Revision of Existing Policy Revised to update policy numbers in two cross-references
ACD 505-02 Faculty Membership, Ranks, Titles, Appointment	Revision of Existing Policy Revised to reflect the change of postdoctoral associates from faculty status to academic professional status by moving the

Categories, and Honored Positions	information to ACD 505-03 and to change Zoology Department to Biology Department
ACD 505-03 Academic Professional Status, Ranks, Titles, and Appointment Categories	Revision of Existing Policy Revised to add postdoctoral research associates as an academic professional job title and to supply a specific definition of the job title
ACD 505-04 Recruitment/Appointment	Revision of Existing Policy Revised to require hiring units to provide specific reasons for not recommending applicants for interview and to provide résumés of applicants not recommended for interview (requirements formerly applied only to female and minority applicants)
ACD 505-05 Display Advertisements for Job Vacancies	Revision of Existing Policy Revised to remove the <i>Phoenix Gazette</i> as a newspaper used for advertising job vacancies and to change a room number of Human Resources
ACD 506-04 Appointments with Tenure	Revision of Existing Policy Revised to update a cross-reference
ACD 506-10 Notification of Consideration for Tenure/Continuing Status, Promotion, or Retention	Revision of Existing Policy Revised to clarify that copies of all levels of written reviews are returned to the second- and fourth-year probationary review candidates at the time of their retention decision
ACD 506-11 Post-Tenure Review Process	Revision of Existing Policy Revised to specify outside consultants for academic program reviews; to point the reader to a source for the process of academic program reviews; to amplify “overall unsatisfactory rating” as it applies to mandatory enhanced reviews; to set a time limit for the development and implementation of a performance improvement plan, a result of a mandatory enhanced review; and to add a section on documenting the impact of post-tenure review
ACD 508-02 Dismissal for Cause—Faculty	Deletion of Policy Deleted and incorporated into ACD 501

<p><u>ACD 509-02</u></p> <p>Grievance Policies and Procedures for Faculty</p>	<p>Revision of Existing Policy</p> <p>Revised to amplify applicability and to delete a cross-reference</p>
<p><u>ACD 509-03</u></p> <p>Grievance Policies and Procedures for Academic Professionals</p>	<p>Revision of Existing Policy</p> <p>Revised to amplify applicability</p>
<p><u>ACD 510-01</u></p> <p>Notification of Consulting or Other Remunerative Arrangements for Faculty and Academic Professionals</p>	<p>Revision of Existing Policy</p> <p>Revised to delete a reference to ACD 508-02</p>
<p><u>ACD 515</u></p> <p>Nepotism</p>	<p>Revision of Existing Policy</p> <p>Revised to remove a reference to the <i>Staff Personnel Policies and Procedures Manual</i>—<u>SPP 901</u></p>
<p><u>ACD 517-03</u></p> <p>English Language Competence and Employment of Teaching Assistants</p>	<p>Revision of Existing Policy</p> <p>Revised to reflect the renaming of the American Language and Cultural Program (ALCP) to the American English and Culture Program (AECF)</p>
<p>ACD 702-01</p> <p>Health-Related Leave—Academic-Year Appointments</p>	<p>Deletion of Policy</p> <p>Deleted and incorporated into <u>ACD 702-02</u></p>
<p><u>ACD 702-02</u></p> <p>Health-Related Leave</p>	<p>Revision of Existing Policy</p> <p>Revised to change the title, to add a source, to incorporate ACD 702-01, to change the cash payment for accrued sick leave at retirement from payment for 1,000 hours to payment for 500 hours, and to add detail about the payment schedule and related information</p>
<p><u>ACD 702-03</u></p> <p>Family Leave</p>	<p>Revision of Existing Policy</p> <p>Revised to reflect the new title of <u>ACD 702-02</u> in the text</p>

ACD 812**Records Storage and
Destruction****Revision of Existing Policy**

Revised to delete the Arizona Department of Library, Archives and Public Records as a place to store records; to shift responsibility for coordinating the university records management process to the university archivist; to specify that approved storage boxes are available at Office Depot; and to indicate in a cross-reference that the university records storage and destruction policy has moved from the PHY manual to the PCS manual

