ACD 112–01: *Academic Constitution and Bylaws*

**Contents**

Preamble

Articles

I. The Academic Assembly
II. The University Senate
III. Amendments to the Constitution and Bylaws

Bylaws

I. Providing for a university committee on Academic Freedom and Tenure and establishing other Grievance Committees and Procedures
II. Designating the Standing Committees of the Academic Senate and clarifying the relationship of joint faculty-student committees and university committees and boards to the Academic Senate
III. Elections

**Purpose**

To provide an *Academic Constitution and Bylaws* by which faculty members and academic professionals of Arizona State University participate in the governance and administration of the university and the development of university policy.

**Sources**

*Arizona Revised Statutes* 15-1601

*Arizona Board of Regents Policy Manual*– 1–113 and 6-201
Applicability

Faculty
Academic professionals
Members of the Academic Assembly

Preamble

University governance requires communication and collaboration among faculty, staff, students, and administration. Collective wisdom improves decisions, promotes consensus, and builds trust. The faculty and academic professionals of Arizona State University, through this constitution, provide for the organization and procedures by which they may efficiently and effectively contribute to the governance of the university in support of its collective effort to promote the economic, social, cultural, and environmental health of the communities it serves. There are hereby created the Academic Assembly, the University Senate, and the University Academic Council (hereinafter abbreviated as the UAC).

I. The Academic Assembly

A. Membership

1. All faculty in a tenure-eligible or tenured position.
2. All academic professionals with full-time multi-year, probationary, or continuing appointment positions.
3. The president of the university and the executive-vice-president-and-provost of the university.
4. All full time faculty with fixed appointments (i.e., instructors, lecturers, senior lecturers, principal lecturers, clinical faculty, research faculty, and professors of practice).
5. Members of the Emeritus College.
6. The membership of the Academic Assembly may be changed through amendment of this constitution.

B. Officers

1. The president of the university.
2. The executive vice president and provost of the university.
3. The campus presidents of the Academic Assembly.
4. The campus presidents-elect and immediate past presidents of the Academic Assembly.
5. The secretary of the Academic Assembly.
6. The secretary of the Academic Assembly and Senate shall be elected from and by the Academic Assembly, as specified in Bylaw III.A., and shall serve for a term of two years, beginning June 1.
7. The faculty ombudsperson of the Academic Assembly.

The faculty ombudsperson of the Academic Assembly shall be appointed from the membership of the Academic Assembly by the UAC, with the advice of the University Senate Committee on Committees and the consent of the University Senate, for a term of two years, beginning June 1. The faculty ombudsperson may not hold any administrative appointment of department chair or higher. Each
campus shall also have a faculty ombudsperson of the campus for a term of two years, beginning June 1, nominated by the UAC members from that campus with the advice and consent of the senators from that campus. The campus faculty ombudspersons may not hold any administrative appointment of department chair or higher.

C. Meetings

1. Regular meetings: Regular meetings of the university-wide Academic Assembly are not envisioned. A campus president of the Academic Assembly may call meetings of the Assembly membership for the campus of which he or she is president. The president of the campus on which any Assembly meeting takes place, or his or her designee, shall preside. Campus meetings shall be held at least once each semester. The agenda of each meeting shall be published in a form accessible to Assembly members at least one week in advance of the meeting.

2. Special meetings: The president of the university or the UAC may call meetings of the Academic Assembly. Any 50 members of the University-wide Academic Assembly may request a special meeting of the whole Assembly by writing the chair of the UAC. Any 15 members of a particular campus may request a special meeting of the campus Academic Assembly membership. The purpose of any special meeting must be explicitly stated, and the special meeting shall be limited to that subject. A specific agenda and any proposals for action shall be sent to each member of the Assembly at least two weeks prior to the meeting.

3. Quorum: Twenty percent of the members shall constitute a quorum at either the University or the campus level of the Assembly.

4. Voting: The UAC shall determine the method of voting for the University-wide Assembly; however, a secret ballot shall be ordered upon the request of twenty-five members. By a majority vote of those present and voting, the Academic Assembly may order its members polled by electronic ballot. For campus-wide Assembly votes, the method of voting shall be determined by the campus representative body; however a secret ballot shall be ordered upon the request of ten members.


D. Authority and Functions

1. The Academic Assembly shall have the power, subject to the authority of the Arizona Board of Regents, and to the limitations hereinafter provided, to propose on all matters of educational policy, faculty grievance, faculty personnel, financial affairs, university support services, and all other matters affecting the faculty and academic professional role in the university, its campuses, research parks, and other facilities. The Academic Assembly normally will exercise this power through its representative body, the University Senate. Nothing in this constitution and bylaws is intended to imply assumption of powers not available by state law or policies of the Arizona Board of Regents.

2. The records of the Academic Assembly shall be kept by the secretary for the use of the Academic Assembly and the Arizona Board of Regents.
II. The University Senate

A. Membership

1. Elected members: The basic representational unit in the University Senate shall be the degree-granting unit. The method of selecting senators from any representational unit shall be determined by the Assembly members of that unit. Degree-granting units with fewer than 40 Academic Assembly members shall select one senator. Degree-granting units with 40 or more Academic Assembly members shall select one additional senator. Degree-granting units with 100 or more Academic Assembly members may select a third senator. Proposals for a representational unit other than the individual degree-granting unit shall be submitted to the UAC, which will insure the appropriateness of the proposal for representing the Assembly members affected by the proposal and will submit the proposal to a vote of the affected Assembly members for their approval. The UAC shall adjudicate the number of senators from each representational unit. The University Senate itself shall certify the qualifications of its members.

   a. The ordinary term of senators shall be three years, commencing on June 1.
   b. Attendance: Senators are expected to attend all regular and special meetings of the Senate. When absence is unavoidable, the senator should designate a substitute and inform the Senate secretary or, this not being feasible, notify the secretary of the Senate of the anticipated absence (excused absence). Upon notification from the secretary that a senator has accumulated three unexcused absences in one academic year, the UAC shall declare the seat vacant and shall request in writing that the head of the representational unit request the Assembly members of that unit to fill the vacancy.
   c. Representational units shall replace senators who take leaves of absence, sabbaticals, or who have resigned. Senators selected under this provision will complete either the unexpired portion of the term or the period of the leave only.
   d. All senators should be available to serve on at least one Senate or University committee. Refusal of committee service may be construed as resignation from the Senate.

2. Ex officio voting members
   a. The members of the UAC.
   b. The secretary of the Academic Assembly.
   c. The parliamentarian of the University Senate, consistent with Robert’s Rules regarding voting by the parliamentarian.

3. Ex officio nonvoting members.
   a. The president of the university.
   b. The executive vice president and provost of the university.
   c. The executive vice president and chief financial office of the university.
   d. The dean of the Graduate College.
   e. The University Librarian.
   f. The ombudsperson of the Academic Assembly.
   g. The chair of the Classified Staff Council.
   h. A representative of Undergraduate Student Government and the president of the Graduate and Professional Students Association.
B. Senate Leadership
1. The UAC shall serve as the executive board of the University Senate. The UAC shall consist of the presidents, presidents-elect, and immediate past presidents of the campuses.
   a. The Assembly membership of each campus shall elect a new president-elect each Spring semester in accordance with procedures established in bylaw III of the University Senate. The president-elect will take office June 1.
   b. The president-elect shall become president the following year on June 1. In the event that the office of president is vacated, the president-elect from that same campus shall become president, and a new president-elect shall be elected.
   c. In the event that the office of immediate past president is vacated, the UAC, upon recommendation of the president and president-elect from that campus, shall designate a past president from that same campus to fill the vacancy.
   d. The members of the UAC shall serve as representatives to the Arizona Faculties Council and adopt policies and procedures as may be needed for ASU’s participation in the Faculties Council. The UAC shall designate, when appropriate, the chair for the Arizona Faculties Council.
   e. The campus presidents on the UAC shall represent the faculty in the University Council.
   f. The UAC shall have general supervision of the affairs of the University Senate between its business meetings, fix the hour and place of meetings, make recommendations to the Senate, propose amendments to the constitution and bylaws, initiate and stimulate the study of matters of concern to the university, and perform such other duties as are specified in this constitution and the Senate bylaws. The UAC shall be subject to the orders of the Senate, and none of its acts shall conflict with action taken by the Senate.
   g. The UAC shall meet monthly throughout the year and schedule special meetings as needed. All meetings shall provide for teleconference participation of members not able to be physically present. Half the membership, with at least one from each campus, shall constitute a quorum. The UAC shall keep minutes of its meetings and make such minutes available to the University Senate and the Academic Assembly within two weeks.
   h. The UAC shall select a chair from among the presidents of the campuses. The chair shall convene meetings of the UAC. Ex officio references to the chair of the UAC shall designate collectively the presidents of the campuses. The presidents shall determine, with the advice of the UAC, who shall serve in each instance as the designee for the chair of the UAC. The presidents shall also designate the presiding chair for any meeting of the University Senate or the University Academic Assembly.
2. The secretary of the Academic Assembly shall be the secretary of the University Senate. The secretary shall be responsible for notifying members of all meetings of the university-wide Academic Assembly and the University Senate and shall keep records of all Senate business, including Senate meeting attendance of senators, maintain the Senate archives in the Academic Assembly office, and assist in conducting the annual elections.
3. The parliamentarian shall be appointed by the UAC for a term of one year and shall be a member of the Academic Assembly.

C. Meetings
1. The UAC shall establish a standard day and time for regular monthly meetings of the University Senate. Additional meetings may be called by the UAC, including additional meetings requested in writing by at least ten senators.
2. A majority of the University Senate membership shall constitute a quorum.
3. The method of voting shall ordinarily be at the discretion of the presiding chair of the meeting, but
motions to alter the method of voting may be offered, consistent with Roberts Rules of Order.

4. The order of business shall include:
   a. call to order
   b. action on minutes
   c. report from the UAC
   d. report from the University president or designee
   e. report from the provost or designee
   f. other reports
   g. unfinished business
   h. new business
   i. reports from Senate committees
   j. open forum
   k. adjournment.

5. Normally, meetings of the Senate shall be open; however, it shall enter into executive session upon agreement of two-thirds of the members present.

6. Any visitor may request permission to participate in Senate discussions and debate. The visitor may do so at the discretion of the Senate.

D. Authority and Functions

1. The University Senate, subject to the authority of the Board of Regents, shall have power to act for and represent the Academic Assembly under existing regulations in all matters including, but not limited to:
   a. Academic affairs, which shall include: honorary degrees, establishment and disestablishment of colleges and schools, laboratories, classified research/contracts, centers and institutes, academic programs including general studies, curricula, research, and extended education.
   b. Personnel affairs, which shall include: governance, hiring, affirmative action, academic freedom, grievance, tenure, promotion, sabbatical and other leaves of absence, retirement, faculty and academic professional development, faculty and academic professional perquisites, and job descriptions.
   c. Faculty-student policies, which shall include: conduct, organizations, admissions, registration, grading, retention, graduation requirements, academic integrity, scheduling, advisement and counseling, undergraduate, graduate and post-graduate/certificate education, and all other faculty-student academic concerns.
   d. Financial affairs, which shall include: strategic planning, annual budget planning, allocation of university resources, insurance, salary schedules, patents and copyrights, compensation review, acceptance of endowments/donations, and legislative action.
   e. University services and facilities, which shall include: physical plant, campuses, master planning, design review, parking, athletic programs, university-wide information and communications services, library, computer services, auxiliary services, utilities, and other university facilities.

2. The Senate shall create standing and/or ad hoc committees with representation from all campuses, as appropriate, to address these aforementioned matters.

3. The Senate shall formulate and amend bylaws to organize and facilitate its operation.

4. All actions of the Senate shall be subject to review by the Academic Assembly upon written request to the university president and the UAC by any 50 members of the Academic Assembly. Request for review shall be made within three weeks after the mailing/posting date of the Senate minutes. The action in question shall be reviewed at a meeting called expressly for that purpose.

5. Any 10 Academic Assembly members may petition in writing and secure consideration by the Senate on
any appropriate matter, including proposed amendments to the constitution. Any such initiative may be presented to any member of the Senate, who shall then convey the proposal to the UAC for placement upon the Senate agenda.

6. Summaries of Senate actions shall be posted on the Senate Website within two weeks after each Senate meeting.

7. Unless otherwise directed by the University Senate, actions of the Senate shall be forwarded to the UAC for execution. For actions requiring approval by the university president or other administrative officer, the UAC shall create a transmittal form that specifies the action passed by the Senate, along with vote result, and request that the university president or other administrative officer report back to the UAC with his or her response to any action requested by the Senate. At its discretion or at the request of one-fourth of the senators present and voting or at the request of a majority of senators from any one campus present and voting, the UAC shall draft a letter to accompany the transmittal form that states the various arguments put forward by both those who spoke in favor and who spoke in opposition to the Senate action so that the views and wisdom of the Senate can be fully explicated.

8. The records of the University Senate shall be kept by the secretary for use of the UAC, the members of the Academic Assembly, the university administration, the Board of Regents, and the general public. They shall be retained by the secretary for two years and then placed in the University Archives.

9. The enumeration of the specified functions and authorities in this constitution shall not be construed to deprive the University Senate of those powers necessary to carry out its broad mandate. In discharging its authority, the University Senate shall assure the coordination and continuity of its affairs and promote maximum communication with the university administration and the Board of Regents.

III. Amendments to the Constitution

A. The UAC shall appoint a committee to review the constitution and bylaws at four-year intervals, beginning in the Fall 2012 semester, and to recommend appropriate changes for Senate consideration.

B. Amending the Constitution

1. Any senator may propose an amendment as a main motion.

2. Any 10 Academic Assembly members may petition the UAC to amend the constitution. The UAC shall forward any proposed amendment to the University Senate for its consideration.

3. Amendments may only be introduced at a regular meeting of the Senate. No amendment may be acted upon at the same meeting in which it is introduced. Proposed amendments to the constitution may be submitted to university counsel for analysis prior to the second reading of the amendment.

4. A majority of the University Senate membership must approve any amendment. Amendments to the constitution must be submitted to the Academic Assembly for ratification.

5. Amendments to the Constitution shall be ratified by the Academic Assembly as follows:
   a. The secretary shall send a copy of each amendment to all members of the Academic Assembly at least two weeks before scheduled forums or meetings of the Academic Assembly called by the UAC for the purpose of discussing the amendment(s). Forums to discuss the amendment(s) shall be held on each campus.
   b. Alternatively, amendments may be discussed at a regular meeting of the campus Academic Assembly memberships, provided that each amendment is sent to all members of the Academic Assembly at least two weeks before the meeting.
   c. Within a week following the Academic Assembly meetings or forums at which one or more amendments were considered, electronic or printed ballots shall be distributed under the authority of
the Senate secretary to all members of the Academic Assembly. These ballots will conform to the instructions provided in Senate bylaw III. A. 5. The election and vote tally will conform to the instructions provided in Senate bylaw III. A. 6, 7, and 8.

d. Approval requires support of two-thirds of all Academic Assembly members casting a ballot.

e. Upon approval by Assembly action, amendments shall be forwarded to ABOR counsel and university counsel for their written analyses in accordance with applicable Board policy (ABOR 1-113) and to the university president for his or her consideration. Amendments shall become effective when approved by the university president.

C. Amending the Bylaws

1. Any senator may propose an amendment as a main motion.

2. Any 10 Academic Assembly members may petition the UAC to amend the bylaws. The UAC shall forward any proposed amendment to the University Senate for its consideration.

3. Amendments may only be introduced at a regular meeting of the Senate. No amendment shall be acted upon at the same meeting in which it is introduced. Proposed amendments to the bylaws may be submitted to university counsel for analysis prior to the second reading of the amendment.

4. A two-thirds vote of those Senate members present and voting is necessary to adopt an amendment. An affirmative vote on the motion to amend the bylaws is not subject to a motion to reconsider.

5. While the approval of the Senate is sufficient to adopt an amendment, a majority of those Senate members present and voting in the same meeting at which the amendment is approved may refer the amendment to the Academic Assembly for ratification. Referred amendments require the approval of the Assembly to be adopted.

6. Any bylaw passed by the Senate shall be subject to review by the Academic Assembly upon written request to the university president and the UAC by any 30 members of the Academic Assembly. Request for review shall be made within three weeks after the posting date of the Senate minutes. The action in question shall be reviewed at a meeting called expressly for that purpose. A motion may be made at that meeting to refer the Senate-approved amendment to a vote of the Academic Assembly, a majority of those present and voting needed for ratification of that referral motion. Any amendment referred to the Academic Assembly for ratification requires a majority of those voting to approve.

7. Any bylaws amendment subject to the ratification of the Academic Assembly shall be ratified in accordance with sections III.B.5.a, b, and c of this constitution.

8. Upon approval by the Senate and acceptance by the Academic Assembly either by vote or acquiescence, any amendment shall be forwarded to ABOR counsel and university counsel for their written analyses in accordance with applicable Board policy (ABOR 1-113) and to the university president for his or her consideration. Amendments shall become effective when approved by the university president.
Bylaw I of the University Senate

Bylaw providing for a university committee on Academic Freedom and Tenure and establishing other Grievance Committees and Procedures

Amending Bylaw I (adopted April 25, 1958)

Authority: Article II.D., Constitution

Note: The term grievant may signify one or more individuals.

A. Introduction
The Board of Regents, the university president, the faculty and academic professionals, and the administrators of ASU recognize the importance of providing efficient procedures for fair resolution of grievances without fear of retaliation on the part of persons involved. Several avenues of appeal are available to grievants within the university. The preferred option is to resolve grievances internally at the level closest to the grievant(s) (i.e., chair or dean level). The academic unit, college, campus, and University ombudspersons facilitate this process. If the grievant(s) does not choose to follow this route, or this route has not provided acceptable resolution, the grievant(s) may use appropriate procedures as described in the Academic Affairs Policies and Procedures Manual—ACD 509–02, “Grievance Policies and Procedures for Faculty,” or ACD 509–03, “Grievance Policies and Procedures for Academic Professionals.”

While grievant(s) are urged to seek resolution through an ombudsperson first, they are not obligated to do so. Faculty may take their case to the Clearinghouse Committee for assignment to one of three grievance-hearing committees: The Committee on Academic Freedom and Tenure, the Governance Grievance Committee, or the Board on Equal Opportunity. Academic Professionals may take their case to the Academic Professional Grievance Committee. The composition and general functions of each of these committees are described below. The detailed policies and procedures of each of these committees may be found in the Academic Affairs Policies and Procedures Manual—ACD 509–02, “Grievance Policies and Procedures for Faculty,” and ACD 509–03, “Grievance Policies and Procedures for Academic Professionals.” Changes in these grievance policies and procedures require Academic Senate approval. The right of a faculty member or academic professional to be heard by the appropriate board or committee shall not be restricted.

B. Academic Grievance Procedures

1. Ombudspersons
   a. A grievant may seek resolution through a faculty ombudsperson or an academic professional ombudsperson.
   b. Annually the ombudsperson of the Academic Assembly shall report to the Senate and university president a summary of the caseload for the year and any recommendations for policy or procedure changes arising from the work of the ombudsperson.

2. Grievance committees
   A grievant may seek a formal hearing before a grievance hearing body. For faculty that body is selected by the Clearinghouse Committee. For academic professionals, the hearing body is the Academic Professional Grievance Committee. Detailed procedures may be found in the Academic Affairs Policies
The Clearinghouse Committee

1. The committee shall be composed of the chairs of the Committee on Academic Freedom and Tenure, the Board on Equal Opportunity, and the Governance Grievance Committee. These three chairs shall be appointed by the UAC from among the committee and board members and shall serve a one-year term.

2. The chair of the Clearinghouse Committee shall be appointed by the UAC. The chair will serve one year.

3. Functions of the committee
   a. Upon written request of a grievant(s), the committee shall decide which of the three grievance committees (noted above) shall hear the grievance. Jurisdictional decisions shall be made with all three members present and shall be based on state law; Board of Regents' policies; and university rules and regulations, including guidelines of the respective grievance committees. A two-thirds majority vote shall decide the question. However, the grievant(s) may ask the committee to reconsider its assignment; any decision after such reconsideration is final.
   b. Annually, in advance of the April meeting of the University Senate, the Clearinghouse Committee shall submit to the UAC a report containing a summary of its actions and that of each of the three committees, along with any recommendations for changes in the system. The UAC shall submit the report to the Academic Senate at the April meeting, along with any additional recommendations it may have for any changes in the system. The UAC shall also submit the report to the university president.

The Committee on Academic Freedom and Tenure

1. Twelve members, three from each campus, shall be elected by the Academic Assembly from among tenured professors and tenured associate professors. Assembly members may vote only for those nominees for their campus. The term shall be three years, one-third of the elected members to be replaced each year. Members may not hold administrative positions at the level of department chair or above.

2. The committee shall follow the policies and procedures for grievances established in ABOR Policy 6-201 and ASU policy ACD509-02.

3. Functions of the committee
   a. The committee shall investigate alleged infringements upon the academic freedom or tenure of faculty members.
   b. The committee shall hear cases assigned to it by the Clearinghouse Committee.
   c. The committee shall deal with dismissal and disability status.

Dismissal Proceedings

When dismissal is considered for a faculty member who has satisfactorily completed any probationary period established under the existing personnel policies of the university, or a faculty member whose contract period established under the existing personnel policies of the university, or a faculty member whose contract period has not expired, the matter shall be resolved by procedures described in detail in the Academic Affairs Policies and Procedures Manual—ACD 501, “Conditions of Faculty Service.” This process differs substantially
from other grievance procedures. Grievant(s) have the right to seek mediation through a Conciliation Committee and to appeal to the Committee on Academic Freedom and Tenure directly.

II. Disability Status
When an individual has been placed on disability status for more than 18 months, there is no assurance of reemployment with the university. In such cases, dismissal may not be appealed on the basis of employment rights endowed with tenure.

c. The Board on Equal Opportunity
1. The board shall be appointed by the university president. The faculty and academic professionals on the board shall be nominated to the university president by the Senate Committee on Committees to serve for a period of three years. Members may not hold administrative positions of department chair or higher.

2. Functions of the Board
   a. The Board on Equal Opportunity has the authority to conduct hearings to consider charges of alleged discrimination.
   c. Annually, the board shall report a summary of its actions to the university president.

d. The Governance Grievance Committee
1. The committee shall be composed of twelve members, three from each campus, who shall be elected by the Academic Assembly from among tenured professors and tenured associate professors for a period of three years. Assembly members may vote only for those nominees for their campus. One-third of the elected members shall be replaced each year. Members may not hold administrative positions of department chair or higher.

2. The committee shall follow the policies and procedures for grievances established in ABOR Policy 6-201 and ASU policy ACD509-02.

3. Functions of the committee
   The committee shall hear cases assigned to it by the Clearinghouse Committee. These cases are normally cases other than those involving academic freedom and tenure or discrimination. Such cases include grievances involving salary inequities, teaching assignment, access to equipment, and any unfair treatment of faculty by other faculty or administrators.

e. The Academic Professional Grievance Committee
1. The committee shall be composed of five elected regular members and two elected alternate members representing the widest possible range of academic professionals.

2. Functions of the committee
   The operation and scope of the committee is found in ACD 509–03, “Grievance Policies and Procedures for Academic Professionals.”
Bylaw II of the University Senate

Bylaw designating the Standing Committees of the University Senate and clarifying the relationship of joint faculty-student committees and university committees and boards to the Academic Senate.

A. Introduction

For the purpose of carrying out its functions as enumerated in Article II.D. and as implied under Article I.D.1 of the constitution, the University Senate through this bylaw does hereby establish Senate committees.

B. University Senate Committees

1. Committee structure

   a. Administrative committees
      1. The Executive Committee
      2. The Committee on Committees

   b. Academic affairs committees
      1. The Curriculum and Academic Programs Committee
      2. The Student-Faculty Policy Committee
      3. The Personnel Committee

   c. Other committees
      1. The University Policy and Procedures Committee

2. The normal term of the elected members of any Senate committee shall be two years. Membership on a Senate committee terminates upon expiration of Senate membership.

3. The purpose and function of Senate committees shall be to provide services, process information, and generate recommendations so that the Senate may carry out its responsibilities as indicated in Article I.D.1. and Article II.D. of the constitution.

   a. Senate committees generally will deal with matters of policy that pertain to two or more colleges, schools, campuses, or to the university as a whole.
   b. Senate committees may, by majority vote, request the Committee on Committees or the UAC to nominate members of the Academic Assembly to ad hoc committees for specific tasks.
   c. A Senate committee may consider matters referred to it by the Senate, by the UAC, by members of the Academic Assembly, by the faculties and academic professionals of the colleges or schools, or by other Senate committees.
   d. Recommendations of a Senate committee concerning interpretation of policy may be communicated by the committee to inquiring persons or agencies directly without consulting the Senate. Such recommendations shall be reported as information items in the committee’s monthly report to the Senate.
e. Recommendations of a Senate committee concerning revision of policy or the establishment of new policy shall be made to the Senate. Approved recommendations shall be sent to the university president by the UAC. Recommendations involving change in the constitution or bylaws are treated under Article III of the constitution.

f. Each Senate committee shall record its activities and compile and send an annual report to the UAC prior to the last scheduled meeting of the University Senate for the academic year.

g. Between June 1 and August 31 of each academic year, the UAC shall appoint a chair for each Senate committee. The first regular meeting of each committee shall be held during the first four weeks of the fall semester.

4. Senate committees shall be established by amending this bylaw to include the name and description of the new committee.

5. The Senate may ask the university president to instruct a university standing committee to serve as an ad hoc committee of the Senate to perform a specific task related to an area of responsibility common to both the Senate and that standing committee.

6. The Senate, through its leadership, shall, at its option, maintain representation on university standing committees and boards through:
   a. *Ex officio* representation from the Academic Assembly on all university standing committees and boards with appointment by the Senate.
   b. Each Senate committee should maintain liaison with those university standing committees and boards that relate to their mission.

7. Administrative committees of the Senate

   **a. The Executive Committee**

   1. Membership
      a. *Ex officio* voting members: the members of the UAC, the secretary of the University Senate, the parliamentarian of the University Senate, the chairs of University Senate standing committees.
      b. *Ex officio* non-voting members: the university president, the executive vice president and provost of the university, a representative of Undergraduate Student Government, and the president of the Graduate and Professional Students Association.
      c. The chair of the UAC or his designee shall preside.

   2. Purpose and function
      a. To prepare the agenda for meetings of the University Senate. Each agenda shall reserve time for the university president to bring matters to the Senate and for reports from Senate committees.
      b. To facilitate the actions of the Senate as it acts upon faculty and academic professional business.
      c. To evaluate continuously the committee structure of the Senate and of the University, and to recommend improvements thereof to the Senate.
      d. To provide advice to the UAC and to Senate committee chairs, and to coordinate their
functions.
g. To direct pending business of the Senate to the appropriate committee(s)
h. To perform other functions as the Senate and UAC may direct.

b. The Committee on Committees

1. Membership
   a. Elected: Seven senators elected by the Senate, including three faculty members from the Tempe campus, one faculty member from the West, Polytechnic, and Downtown Phoenix campuses, and one academic professional from any campus, and the campus presidents from the UAC. Senators will cast votes only for the nominees from their own campus.
   b. Ex officio voting members: The campus presidents from the UAC.
   c. Ex officio nonvoting members: The university president, the executive vice president and provost of the university, or their designees.
   d. The term of the elected members shall be two years. One-half of the elected members shall be replaced each year.

2. Purpose and function
   a. To nominate faculty and academic professionals to:
      1. Senate committees other than the committees on Academic Affairs.
      2. Standing University committees and boards.
      3. Officers of the Academic Assembly.
   b. To forward to the Academic Senate nominations for membership on committees which, whenever possible, shall exceed the number of vacancies. The Academic Senate may nominate additional candidates from the floor.
   c. To forward nominations for other committees to the appropriate authority, which shall make the appointment(s) from the nominees recommended.
   d. To nominate faculty and academic professionals to fill temporary vacancies on committees described in (a) above. The UAC shall make appointments from among the nominees to fill the position for the remainder of the term.
   e. To nominate faculty and academic professionals to serve on administratively initiated committees, task forces, presidential committees, or other positions needing Academic Assembly representation.
   f. To ensure that diverse areas of the University are represented on committees whenever feasible.
   g. To provide for continuity in committee membership, consistent with the concept of rotation.
   h. To supervise elections in the Senate.

8. Academic affairs committees of the University Senate

   a. Curriculum and Academic Programs Committee

1. Membership
   a. Elected: Each college shall elect one member.
   b. Ex officio Nonvoting members: The university president, the executive vice president and provost of the university, dean of the Graduate College, University Librarian, and the chair of
the UAC, or their designees.

c. The term of the elected members shall be two years. One-half of the elected members shall be replaced each year.

2. Purpose and function

a. To serve in a policy-forming and advising capacity in matters concerning
   1. course proposals
   2. proposed establishment or disestablishments of academic units, such as colleges, schools, and divisions
   3. academic programs, including degrees, certificates, minors, and concentrations;
   4. academic policies affecting more than one college or school including changes in existing programs.

b. To review and make recommendations concerning:
   1. honorary degree policies and criteria
   2. proposed curriculum changes ranging from specific to programs
   3. General Studies program
   4. graduate programs
   5. research proposals affecting curriculum
   6. extended education
   7. graduation requirements

c. CAPC may create subcommittees, as needed.

3. Relationships

a. The chair of the CAPC is a member of the Executive Committee and an ex officio member of the University Curriculum Advisory Committee and the Honors Faculty Council.

b. The CAPC maintains liaison relationships with the Honorary Degrees Committee, the General Studies Council, and the Graduate Council.

b. Personnel Committee

1. Membership

   a. Elected: Eleven senators elected by the Senate, including five from the Tempe campus and two each from the West, Polytechnic, and Downtown Phoenix campuses. Senators will cast votes only for the nominees from their own campus.

b. Ex officio nonvoting members: The university president, the executive vice president and provost of the university, and the chair of UAC or their designees.

c. The term of the elected members shall be two years. One-half of the elected members shall be replaced each year.

2. Purpose and function

   To serve in a policy-forming and advising capacity in the study, clarification, and formulation of policies and procedures affecting faculty and academic professionals as specified in the
constitution, including but not limited to:

a. university programs for faculty development in research and training
b. faculty promotion and tenure review policies and practices
c. faculty employment policies and practices including hiring and affirmative action
d. salary and compensation review policies
e. grievance policy and procedures
f. sabbatical or other leaves of absence
g. retirement and health care policies.

3. Relationships
   The Personnel Committee maintains communication regarding policies and procedures with the University Promotion and Tenure Committee, the Governance Grievance Committee, the Academic Freedom and Tenure Committee, the Board on Equal Opportunity, the Committee on Learning and Teaching Excellence, the Council for Research and Creative Activities, and the Committee on Academic Professional Status.

c. Student-Faculty Policy Committee

1. Membership
   a. Elected: Eleven senators elected by the Senate, including five from the Tempe campus and two each from the West, Polytechnic, and Downtown Phoenix campuses. Senators will cast votes only for the nominees from their own campus.
   b. Ex officio nonvoting members: The university president, the executive vice president and provost of the university, the chair of the UAC, the dean of Student Affairs, and one representative each from Undergraduate Student Government and the Graduate and Professional Students Association, or their designees.
   c. The term of elected members shall be two years. One-half of the elected members shall be replaced each year.

2. Purpose and function
   To serve in a policy-forming and advising capacity in matters governing student conduct, consistent with the Rules for Maintenance of Public Order and the Student Code of Conduct, in matters concerning student organizations, and in other matters related to students, including:
   a. undergraduate and graduate admission and readmission policies and procedures
   b. registration, graduation requirements, grading policies, scheduling, withdrawal policies, course load maximums, and program of study filing requirements
   c. student activities related to academic development, including: advisement, counseling, and academic organizations
   d. policy development with respect to student-faculty-administration relationships
   e. review of organized extra-classroom activities to assess their continued effective relation to university academic goals
   f. policy development with respect to academic integrity
   g. review of undergraduate education, including teaching in a research institution.

3. Relationships
   To liaison with the Undergraduate Admissions Board, the Registrar’s Advisory Committee, the
University Undergraduate Standards Committee, the Graduate College, Undergraduate Student Government, and the Graduate and Professional Students Association.

9. Other Committees of the Senate

   a. University Policy and Procedures Committee

   1. Membership
      a. Elected: Eleven senators elected by the Senate, including five from the Tempe campus and two each from the West, Polytechnic, and Downtown Phoenix campuses. Senators will cast votes only for the nominees from their own campus.
      b. Ex officio: The university president, the executive vice president and provost of the university, the executive vice president and chief financial officer of the university, and the chair of the UAC or their designees.
      c. The term of elected members shall be two years. One half of the elected members shall be replaced each year.

   2. Purpose and function
      To serve in an advisory capacity in the study, clarification, and formulation of policy and procedures in areas affecting the university, including:

      a. strategic planning, annual budget planning, and allocation of university resources
      b. technology transfer policies, including patents and copyrights
      c. university services and facilities, including parking services, the libraries, and computing services
      d. information services, including information gathering and dissemination on issues affecting higher education, faculty, and academic professionals
      e. public relations initiatives, including those of the university’s public relations units, the ASU Foundation, and the Alumni Association

C. Joint Faculty-Student Committees

   1. The Committee on Committees shall nominate to the university president faculty to serve on committees formed by authority of the ASASU Constitution.

   2. Faculty on committees formed by authority of the ASASU Constitution shall act in a manner consistent with university policy, and refer any questions of interpretation or conflict of policy arising in the student committee to the Student-Faculty Policy Committee.

   3. The UAC, in consultation with ASASU, shall appoint students to ex officio membership on those Senate committees it believes appropriate.

   4. The Senate shall request that the university president appoint such faculty-student ad hoc committees as it shall deem advisable for the purpose of obtaining the counsel of faculty and students in carrying out its constitutional responsibilities.
5. All faculty-student committees and boards shall file a copy of all reports with the UAC for the information of and possible reaction by the Senate.

D. Relationship of University Standing Committees to the Senate

1. University standing committees and boards are university-wide and have continuing functions as designated by the university president. The university president may establish or discontinue university standing committees and boards, reporting such actions to the University Senate.

2. Members of the Academic Assembly shall be nominated for membership on university standing committees and boards by the Committee on Committees.

3. University standing committees and boards report to the university president, filing a copy of all reports promptly with the UAC for transmittal to the appropriate liaison Senate standing committee(s).

   When a university standing committee or board finds a matter that is a responsibility of the Senate, it shall recommend changes of policy to the Senate, through the UAC, and shall support such recommendations by describing the current situation and the purpose and probable consequences of the change. The Senate will treat the recommendation as if it were a recommendation from a Senate committee.

4. Senate committees may ask appropriate university standing committees and boards for information on university policy related to the areas that are responsibilities of the Senate under the constitution.

5. The UAC shall evaluate the effectiveness of the university standing committees and board structure and recommend improvements thereof to the Senate.

Bylaw III of the University Senate

Bylaw dealing with the election of the presidents-elect of the Academic Assembly campus memberships, the secretary of the Academic Assembly, members of elected committees, and votes on amendments to the constitution and bylaws.

A. Election Procedures

The election of the presidents-elect of the Academic Assembly campus memberships, the secretary of the Academic Assembly, members of elected committees, and votes on amendments to the constitution and bylaws shall be conducted by electronic mail or campus mail in accordance with the following schedule and procedures:

1. Prior to January 21, the Senate Committee on Committees or designated working group, with the advice of the UAC, shall prepare a list of candidates for each vacancy. The list shall include two candidates for president-elect of each campus and two candidates for secretary of the Academic Assembly. The number of candidates for elected committees shall exceed the number of vacancies.

2. The chair of the Committee on Committees or designated working group shall ensure that by February 1 members of the Academic Assembly are notified of the election, the list of candidates prepared by the
committee, and a call for nominees by a posting on the University Senate Website and by electronic mail. The chair or designated working group shall also take the steps necessary to publish this information in *Insight* as soon after February 1 as possible. The posting date and electronic mail notification should occur on the same day. If not, the notification date shall be considered to be the latter of those two notifications.

3. Valid petitions received by the chair of the Committee on Committees before 5:00 p.m. on the 15th day following the notification of the Academic Assembly containing the election information specified in III.A.2. shall be placed on the ballot. For university-wide positions, a petition shall be deemed valid if signed by at least 50 members of the Academic Assembly. For Tempe campus positions, a petition shall be deemed valid if signed by at least 50 Assembly members from the Tempe campus. For campuses other than the Tempe campus, a petition shall be deemed valid if signed by at least 15 Assembly members from the campus for which the position is designated.

4. When the ballot includes more than two candidates for an office, the ballot shall be prepared for preferential voting for that office, as specified in *Robert’s Rules of Order*, latest revision, and the results of the election shall be determined as described therein.

5. Prior to February 22, the chair of the Committee on Committees or designated working group shall send an appropriate electronic or printed ballot to each member of the Academic Assembly. An electronic ballot must have the capability of recording who has voted in the election and must insure that no one may vote more than once in the election. Any printed ballot shall be provided with an unmarked inner envelope, in which the completed ballot is to be sealed, and a second addressed outer envelope, in which the sealed ballot is to be returned, and both shall be sent with each ballot. The outer envelope shall also include designated spaces for the signature and printed name of the elector.

6. The duration of the election shall be no less than ten days and include no more than a single weekend period. Only those ballots received prior to 5:00 p.m. on the final day of balloting shall be valid. A ballot that arrives later shall be set aside unopened and preserved for 30 days after the results of the election have been ratified.

7. A committee of four tellers shall be appointed by the UAC from a list of eight senators, two from each campus, provided by the Committee on Committees, subject to the conditions that
   a. no teller may have served as a teller for the Academic Assembly election of the preceding year
   b. no teller may have served on the Committee on Committees during the current academic year.
   c. the chair of the UAC shall instruct the tellers prior to the election.

8. The ballots:
   a. For printed ballots, only the four tellers acting together shall open an outer envelope. The outer envelope shall be opened only after the signature and name on it have been certified and the receipt of the ballot recorded. The ballot, still in its sealed, unmarked envelope, is then to be placed in a closed container. All signed envelopes shall be preserved for 30 days after the results of the election have been ratified. If a second ballot is received from a member of the Academic Assembly, it shall be set aside unopened. An outer envelope, which does not include a name and signature that can be certified, shall be set aside unopened. All envelopes set aside for these reasons shall be preserved for 30 days after the results have been ratified.
The unmarked envelopes shall not be opened before 5:00 p.m. on the final day of balloting. The four
tellers acting as a group shall open the container and the sealed envelopes and shall determine the
validity of each ballot for each contested office. A ballot shall be excluded from the tabulation only
for those contests for which the markings on the ballot are incorrect. The tellers shall report the
results of the election to the chair of the UAC within one week of the final day of balloting.

b. The electronic ballots shall not be tallied before 5:00 p.m. on the final day of balloting. The
electronic tally shall be performed in the presence of the four tellers acting as a group. The tellers
shall determine that no voter cast more than a single ballot. For any voter determined to have cast
both an electronic and a print ballot, the electronic ballot shall be removed from the system, and the
tellers shall determine that the electronic votes of that individual have been deducted from the
electronic vote tally.

B. Ratification of the Election

1 The tellers’ report to the chair of the UAC shall be conveyed to the whole UAC within 48 hours.

2 The UAC shall ratify the election and report the results at the next Senate meeting of the academic year.

3 At the Senate meeting at which the election results are reported, the presiding chair of the Senate will
entertain any motion brought forward that protests the procedures of the election.

4 If a motion of protest is seconded and subsequently approved by a majority of those present and voting,
a vote of the Academic Assembly will be taken to ratify or reject the election.

5 Results of the ratified election shall be posted on the Senate Website and reported in Insight within 14
days after the Senate meeting at which the election results are reported, absent the approval of any
motion that protests the procedures of the election.

(Originally approved by the Arizona State University Faculty Assembly on April 23, 1982. Approved by the
Board of Regents at its July 1982 meeting. Amended by the Faculty Assembly at its January 19, 1984,
meeting. Amended by the Senate at its November 18 and November 25, 1985, meetings. Approved with
further amendments by the Faculty Assembly at its January 28, 1986, meeting. Further editorial amendments
adopted by the Senate on May 5, 1986. Substantive recommendations proposed by legal counsel of the
Board of Regents were received by the Academic Senate Personnel Committee and approved by the Faculty
Senate on January 19, 1987. Revisions proposed by the Constitution and Bylaws Review Committee were
approved by the Academic Senate at its November 18, 1991, meeting by the Academic Assembly on
February 11, 1992. Approved with revision [removal of Section B(4)(b) of Bylaw I] by the Board of
Regents on August 27, 1992. Revisions approved by the Academic Senate at its April 15, 1996, meeting.
Revised document approved by the Academic Assembly on October 25, 2000. Report of the Tellers
Committee approved by the Senate Executive Committee on October 30, 2000. Academic Senate accepts
the report of the Tellers Committee on November 13, 2000. Revisions approved by University President
Coor on December 15, 2000. Revisions proposed by the Constitution and Bylaws Review Committee
[University Affairs Committee] were approved by the Academic Senate at its March 29, 2004 meeting.
Revisions proposed by the University Academic Council were approved by the Academic Senates of the
Polytechnic, West, and Tempe/Downtown campuses at its March 17, 2008, meeting and ratified by the Academic Assembly as reported by designated tellers to the University Academic Council on May 7, 2008.)