

ACD 112-01: Academic Constitution and Bylaws

Contents

[Preamble](#)

Articles

- I. [The Academic Assembly](#)
- II. [The Academic 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 faculty members and academic professionals of ASU Main and ASU East with the current *Academic Constitution and Bylaws*

Sources

Arizona Board of Regents Policy Manual - 1-113

Academic Senate

Applicability

Faculty

Academic professionals

Members of the Academic Assembly

Preamble

The faculty and academic professionals of Arizona State University Main and ASU East, through this constitution, provide for the organization and procedures by which and through which they may function within the range of their authority and responsibility as circumscribed by state law and regulations of the Board of Regents.

There are hereby created the Academic Assembly and the Academic Senate:

- I. The Academic Assembly
 - A. Membership
 1. All officers of instruction who hold the rank of instructor and above in a tenure-track position.
 2. All academic professionals with probationary or continuing appointment positions.
 3. The president of the university, senior vice president and provost, and the provost of ASU East.
 4. An elected representative from among full-time lecturers and senior lecturers; and one at large representative from the Honors College and College of Extended Education.

5. The membership of the Academic Assembly may be changed through amendment of the bylaws of this constitution.

2. Officers

1. The president of the university.
2. The senior vice president and provost.
3. The president of the Academic Assembly.
 - a. The president of the Academic Assembly shall be elected from and by the Academic Assembly as specified under Bylaw III.A., and shall serve for one year, beginning June 1.
 2. The president of the Academic Assembly shall preside at the meetings of the Academic Assembly.
 3. The president of the Academic Assembly shall serve, *ex officio*, on the university President's Cabinet.
 4. The president of the Academic Assembly shall serve on the Arizona Faculties Council for a one-year term.
4. The president-elect of the Academic Assembly.
 - a. The president-elect (vice president) of the Academic Assembly shall be elected from and by the Academic Assembly as specified in Bylaw III.A., and shall serve for one year.
 2. The president-elect of the Academic Assembly shall take office on the June 1 following election, and shall succeed to the office of president the following June 1.
 3. The president-elect of the Academic Assembly shall serve, *ex officio*, on the university's Council of Deans.
 4. The president-elect of the Academic Assembly shall serve on the Arizona Faculties Council for a one-year term.
 5. The president-elect of the Academic Assembly serves on the Consultative Committee.
5. The secretary of the Academic Assembly.
 - a. 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 one year, beginning June 1.
 2. The secretary of the Academic Assembly shall serve on the Consultative Committee.
6. The immediate past president of the Academic Assembly.
7. The faculty ombudsperson of the Academic Assembly.

The faculty ombudsperson of the Academic Assembly shall be elected by the Academic Assembly from among the tenured professors and tenured associate professors for a term of two years, beginning June 1. The faculty ombudsperson may not hold any administrative appointment of department chair or higher.

3. Meetings

1. Regular meetings: The president of the university or the president of the assembly may call meetings of the Academic Assembly. The president of the assembly shall preside. Meetings shall be held at least once each semester. The agenda of each meeting shall be sent to each member of the Academic Assembly at least one week in advance of the meeting.
2. Special meetings: Any 25 members of the Academic Assembly may request a special meeting by writing the assembly president. The purpose of the meeting must be explicitly stated, and the special meeting shall be limited to that subject. A specific agenda and proposals for action shall be sent to each member of the assembly at least three weeks prior to the meeting.
3. Quorum: 25 percent of the members shall constitute a quorum.
4. Voting: The assembly president shall decide the method of voting; however, a secret ballot shall be ordered upon the request of five members. By a majority vote, the Academic Assembly may order its members polled by mail.
5. Rules: The current edition of *Robert's Rules of Order*, newly revised, shall prevail unless otherwise

specified in this constitution and bylaws.

4. Authority and Functions

1. The Academic Assembly shall have the power, subject to the authority of the 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 branch campuses, research parks, and other facilities. The Academic Assembly normally will exercise this power through its representative body, the Academic Senate. Nothing in this constitution and bylaws is intended to imply assumption of powers not available by state law or policies of the 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 Board of Regents.

II. The Academic Senate

A. Membership

1. Elected members: Each academic unit shall be certified for senate membership by a two-thirds vote of the senate. Those academic units with 25 or fewer members of the Academic Assembly shall elect one senator. Those academic units with 26 or more members in the Academic Assembly shall elect one additional senator. Each college, or other similar representational unit, shall elect one senator-at-large. The elected representative of full-time lecturers and senior lecturers; and the elected representatives of the Honors College and College of Extended Education shall be the senator at large of those groups. All members of the Academic Assembly in each college or similar representational unit may vote to elect their representative. The Executive Committee of the senate shall adjudicate the number of senators from each representational unit. The Academic Senate itself shall certify the qualifications of its members.
 - a. The term of elected senators shall be three years; the beginning date is June 1.
 2. Attendance: Senators are expected to attend all regular and special meetings of the senate. When absence is unavoidable, the senator should designate a substitute 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 Executive Committee shall declare the seat vacant and shall request in writing that the chair of the representational unit concerned call a special election to fill the vacancy.
 3. Elections: All elections shall be by secret ballot and reported in writing to the Executive Committee not later than February 15.
 4. Representational units shall elect by secret ballot replacements for senators going on leaves of absence or resigning. Senators elected under this provision will complete either the unexpired portion of the term or the period of the leave only.
 5. All elected senators normally will serve on at least one senate or university committee. Refusal of committee assignment may be construed as resignation from the senate.
 2. *Ex officio* members
 - a. The president of the university.
 2. The provosts.
 3. The vice presidents.
 4. The dean of the Graduate College.
 5. The president, president-elect, and secretary of the Academic Assembly.
 6. The president of the Associated Students of Arizona State University (ASASU).
 3. *Ex officio* nonvoting members.
 - a. The chair of the Classified Staff Council.
 2. The chair of the Emeritus Faculty Association.
- ### 2. Officers
1. The president of the Academic Assembly shall be the senate president.

2. The president-elect of the Academic Assembly shall be president-elect and vice president of the senate and shall perform duties assigned by the president of the senate and approved by the Executive Committee.
3. The secretary of the Academic Assembly shall be the secretary of the senate.
4. The parliamentarian shall be appointed by the senate president for a term of one year and shall be a past or present member of the Academic Assembly.
5. The immediate past president of the Academic Assembly.

3. Meetings

1. The senate shall meet each month on the third Monday at 3:00 p.m., or at other times designated by the Executive Committee. Additional meetings may be called by the senate president, including additional meetings requested in writing by at least five senators. The senate president will set the time of special meetings.
2. Two-thirds of the members constitute a quorum.
3. The method of voting shall be at the discretion of the senate president, but a secret ballot shall be ordered if requested by three senators.
4. The order of business shall be:
 - a. call to order
 2. action on minutes
 3. Senate president or designee
 4. University president or designee
 5. other reports
 6. unfinished business
 7. new business
 8. reports from senate committees
 9. adjournment.
5. Normally, meetings of the senate shall be open; however, it shall enter into executive session upon agreement of two-thirds of the senators present.

4. Authority and Functions

1. The 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, centers and institutes, academic programs including general studies, curricula, research, and extended education.
 2. Personnel affairs, which shall include: governance, hiring, affirmative action, academic freedom, grievance, tenure, promotion, sabbatical and other leaves of absence, faculty and academic professional development, and faculty and academic professional prerequisites.
 3. Faculty-student policies, which shall include: conduct, organizations, admissions, registration, grading, retention, graduation requirements, academic integrity, scheduling, advisement and counseling, undergraduate education, and all other faculty-student academic concerns.
 4. Financial affairs, which shall include: strategic planning, annual budget planning, allocation of university resources, insurance, retirement, salary schedules, patents and copyrights, compensation review, and legislative action.
 5. University services and facilities, which shall include: physical plant, branch 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 also have power to formulate bylaws.

3. All actions of the senate shall be subject to review by the Academic Assembly upon written request to the university president and president of the Academic Assembly by any 25 members of the Academic Assembly. Request for review shall be made within three weeks after the mailing date of the senate minutes. The action in question shall be reviewed at the next regular meeting of the Academic Assembly, or at a meeting called for that purpose only.
4. 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 Executive Committee for placement upon the senate agenda.
5. Summaries of senate actions shall be sent to each member of the Academic Assembly within three weeks after each senate meeting.
6. The records of the Academic Senate shall be kept by the secretary for use of the president, the members of the Academic Assembly, and the Board of Regents. They shall be retained by the secretary for two years and then placed in the University Archives.
7. The enumeration of the specified functions and authorities in this constitution shall not be construed to deprive the senate of those powers necessary to carry out its broad mandate. In discharging its authority, the 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 and Bylaws*

- A. The senate president shall appoint a committee to review the constitution and bylaws at four-year intervals, beginning in spring 1991, and to recommend appropriate changes for senate consideration.
- B. Any senator may propose an amendment as a main motion.
- C. Any 10 Academic Assembly members may petition the senate to amend the constitution and bylaws.
- D. A majority of the senate must approve any amendment for Academic Assembly consideration and action.
- E. The business of a special meeting of the Academic Assembly could be to initiate an amendment or to review action of the senate on a proposed amendment.
- F. No amendment may be acted upon at the same meeting in which it is introduced.
- G. Amendments shall be ratified by the Academic Assembly as follows:
 1. The secretary shall send a copy of each amendment to all members of the Academic Assembly at least three weeks before a meeting of the Academic Assembly called by the senate for the purpose of discussing the amendment(s).
 2. Alternatively, amendments may be discussed at a regular meeting of the Academic Assembly, provided that each amendment is sent to all members of the Academic Assembly at least three weeks before the meeting.
 3. Within a week following an Academic Assembly meeting at which one or more amendments were considered, mail ballots shall be distributed by the senate secretary to all members of the Academic Assembly. A period of not less than two weeks nor more than four weeks shall be specified for return of ballots. Ballots will be counted as specified in Bylaw III.
 4. Approval requires support of two-thirds of all Academic Assembly members casting a ballot.
 5. Upon approval by assembly action, amendments shall be forwarded to the university president for approval and subsequent transmittal to Board and university counsel, in accord with applicable Board policy (ABOR 1-113).

Bylaw I of the Constitution

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 and/or college 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 Grievance 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.

2. Academic Grievance Procedures

1. Ombudspersons

- a. A grievant may seek resolution through the faculty ombudsperson or an academic professional ombudsperson.
2. Annually the faculty ombudsperson shall report to the senate and university president recommendations in writing on all cases considered that year.

2. Grievance committees

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

a. The Grievance 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.
2. The chair of the committee shall be rotated among the members, beginning with the chair of the Committee on Academic Freedom and Tenure, followed by the chair of the Board on Equal Opportunity, and then the chair of the Governance Grievance Committee. The chair will serve one year, beginning June 1.

3. Functions of the committee

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.

2. The Committee on Academic Freedom and Tenure

1. Six members shall be elected by the Academic Assembly from among tenured professors and tenured associate professors. 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 elect a chair from its membership and shall establish written procedural guidelines.
3. Functions of the committee
 - a. The committee shall investigate alleged infringements upon the academic freedom or tenure of faculty members and report to the senate.

2. The committee shall hear cases assigned to it by the Grievance Clearinghouse Committee.
3. Annually, the committee shall report a summary of its actions to the senate.
4. The committee shall deal with dismissal and disability status.

- I. Dismissal Proceedings

- a. 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 509-02](#), “Grievance Policies and Procedures for Faculty.” 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.
2. Should the university president decide that allegations involve matters prohibited by the *Rules for Maintenance of Public Order*, then procedures delineated in that document shall prevail.

- 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.

3. 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. The board shall elect a chair from its membership and shall establish written procedural guidelines.
3. Functions of the Board
 - a. The Board on Equal Opportunity has the authority to conduct hearings to consider charges of alleged discrimination.
 2. Hearings will be conducted according to the *Academic Affairs Policies and Procedures Manual*—[ACD 509-02](#), “Grievance Policies and Procedures for Faculty,” and written guidelines of the Board on Equal Opportunity.
 3. Annually, the board shall report to the senate and university president its recommendations in writing on all cases considered that year.

4. The Governance Grievance Committee

1. The committee shall be composed of six members who shall be elected by the Academic Assembly from among tenured professors and tenured associate professors for a period of three years. 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 elect a chair from its membership and shall establish written procedural guidelines.
3. Functions of the committee
 - a. The committee shall hear cases assigned to it by the Grievance 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.
 2. Annually, the committee shall report its recommendations in writing on all cases considered that year to the senate and the university president.

5. 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
 - a. The operation and scope of the committee is found in [ACD 509-03](#) "Grievance Policies and Procedures for Academic Professionals."
 2. Annually, the committee shall report to the senate and university president its recommendations in writing on all cases considered that year.
-

Bylaw II of the Constitution

Bylaw designating the Standing Committees of the 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 Academic Senate through this bylaw does hereby establish senate committees.

2. Senate Committees

1. Committee structure

a. Administrative committees

1. The Executive Committee
2. The Committee on Committees
3. The Consultative Committee

2. Academic affairs committees

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

3. University affairs committees

1. The Financial Affairs Committee
2. The University Services and Facilities 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 which pertain to two or more colleges or schools or to the university as a whole.
 2. A senate committee may, by majority vote, request the Committee on Committees or the Executive Committee to nominate members of the academic assembly to *ad hoc* committees for specific tasks. Each such committee shall dissolve when its task is completed, or it may be dissolved by majority vote of the senate committee which requested its establishment.
 3. A senate committee may consider matters referred to it by the senate, by members of the Academic Assembly, by the faculties and academic professionals of the colleges or schools, or by other senate committees.
 4. Recommendations of a senate committee concerning interpretation of policy may be communicated by the committee to inquiring persons or agencies directly without reference to the senate. Such recommendations shall be reported as information items in the committee's monthly report to the senate.
 5. Recommendations of a senate committee concerning revision of policy or the establishment of new policy shall be made to the senate. The senate may approve (by majority vote), amend, or disapprove the recommendation. Alternatively, the senate may refer it back to the committee for further consideration or refer it to other committees. Approved recommendations shall be sent to

the university president by the senate president. Recommendations involving change in the constitution or bylaws are treated under Article III of the constitution.

6. Each senate committee shall record its activities and compile and send an annual report to the senate president prior to the last meeting of the executive committee scheduled for the academic year.
7. Each senate committee, except the Executive Committee, shall elect a chair from its holdover membership at its last meeting of the academic year. The first regular meeting will be held during the first two weeks of the fall semester each year.
4. New senate committees shall be established by amending this bylaw to include the name and description of the new committee.
5. Specific senate committees shall be discontinued by amending the appropriate sections of this bylaw.
6. 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.
7. Special committees may be appointed by the senate president or the university president. Senate committees and such special committees should not be duplicative.
8. The senate, through its officers, shall, at its option, maintain representation on the 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.
 2. Each senate committee should maintain liaison with those university standing committees and boards which relate to their mission.
9. Administrative committees of the senate
 - a. The Executive Committee
 1. Membership
 - a. The university president, the senior vice president and provost, the provost of ASU East, the president of the Academic Senate, the president-elect of the Academic Senate, the secretary of the Academic Senate, the parliamentarian of the Academic Senate, and the chairs of Academic Senate standing committees. As *ex officio* non-voting members, the immediate past president of the Academic Senate, the president of ASASU, the president of the ASU East Academic Assembly, and the president of the ASU West Academic Senate.
 2. The president of the Academic Senate shall preside; the president-elect of the Academic Senate will serve as vice chair.
 2. Purpose and function
 - a. To prepare the agenda for meetings of the 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 direction to the senate president and to senate committee chairs, and to coordinate their functions.
 - e. To propose amendments to the constitution and bylaws.
 - f. To initiate and stimulate the study of matters of concern to the university.
 - g. To direct pending business of the senate to the appropriate committee(s).
 - h. To perform other functions as the senate may direct.

2. The Committee on Committees

1. Membership

- a. Elected: Six senators elected by the senate, including one academic professional.
2. *Ex officio*: The university president, the senior vice president and provost, and the senate president or their designees.
3. 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 shall exceed the number of vacancies by at least 30 percent. The Academic Senate may nominate additional candidates from the floor.
- c. To forward to the appointive authority nominations for appointed membership on committees. The appointing authority 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 senate president 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 presidential committees at the request of the university president.
- 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.

3. The Consultative Committee

1. Membership

- a. Elected senators at large.
2. *Ex officio*: The senior vice president and provost, the senate president, the senate president-elect, the secretary of the senate, the parliamentarian of the senate, and the immediate past senate president.

2. Purpose and function

- a. The committee is advisory to the university president.

10. Academic affairs committees of the senate

a. Curriculum and Academic Programs Committee

1. Membership

- a. Elected: Each college shall have one member.
2. Nonvoting *ex officio*: The university president, the senior vice president and provost, dean of the Graduate College, dean of ASU Libraries, and the senate president or their designees.
3. 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

Serves in a policy-forming and advising capacity in matters concerning proposed additions or deletions of colleges and schools, laboratories, centers, and institutes, or academic programs, and on academic policies affecting more than one college or school including changes in existing programs. The committee also reviews and makes recommendations concerning:

- a. honorary degree policies and criteria
2. proposed curriculum changes ranging from specific courses to programs
3. General Studies Program
4. graduate programs
5. research proposals affecting curriculum
6. extended education

3. Relationships

- a. The chair of CAPC appoints himself or herself and four other members of CAPC to serve a one-year term as the Main Campus Curriculum Subcommittee (MCCS).
2. Though a subcommittee, the MCCS is authorized to decide course curriculum matters presented to it by the curriculum committees of colleges and other instructional units of the main campus. MCCS decisions do not require ratification by the CAPC or by the senate.
3. 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 Council.
4. The CAPC maintains liaison relationships with the Honorary Degrees Committee, the Council for Research and Creative Activities, the General Studies Council, and the Graduate Council.

2. Personnel Committee

1. Membership

- a. Elected: Nine senators elected by the senate.
2. *Ex officio*: The university president, the senior vice president and provost, and the senate president or their designees.
3. 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

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

- a. university programs for faculty development in research and training
 2. faculty promotion and tenure review policies and practices
 3. faculty employment policies and practices including hiring and affirmative action
 4. grievance policy and procedures
- and
5. sabbatical or other leaves of absence.

Maintains liaison with the University Promotion and Tenure Committee, the Governance Grievance Committee, the Academic Freedom and Tenure Committee, the Board on Equal Opportunity, the University Program for Faculty Development Board of Directors, the Council for Research and Creative Activities, and the Committee on Academic Professional Status.

3. Student-Faculty Policy Committee

1. Membership

- a. Elected: Six senators elected by the senate.
2. *Ex officio*: The university president, the senior vice president and provost, the senate president or their designees, the dean of Student Life, and two representatives from ASASU.
3. The term of elected members shall be two years. One-half of the elected members shall be replaced each year.

2. Purpose and function

Serves 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
2. registration, graduation requirements, grading policies, scheduling, withdrawal policies, course load maximums, and program of study filing requirements
3. student activities related to academic development, including: advisement, counseling, and academic organizations
4. policy development with respect to student-faculty-administration relationships
5. review of organized extra-classroom activities to assess their continued effective relation to university academic goals
6. policy development with respect to academic integrity
7. review of undergraduate education, including teaching in a research institution.

Maintains liaison with the Undergraduate Admissions Board, the Registrar's Advisory Committee, the University Standards Committee, the Graduate College, the Student Development Advisory Committee, Student Affairs Advisory Council, and ASASU.

11. University affairs committees of the senate

a. Financial Affairs Committee

1. Membership

- a. Elected: Six senators elected by the senate.
2. *Ex officio*: The university president, the senior vice president and provost, the vice president for Administrative Services, and the senate president or their designees.
3. The term of elected members shall be two years. One-half of the elected members shall be replaced each year.

2. Purpose and function

Receives reports from the university president, provosts, and vice presidents regarding budget planning and procedures and advises the administration through:

- a. review of short-term strategic planning by the university, especially budget matters
2. review of long-term strategic planning by the university, including branch and satellite campuses
3. review of policies and procedures regarding university employee insurance and retirement benefits
4. review of allocation of university resources
5. review of compensation policies and procedures, including merit, market, and equity adjustments
6. review of salary schedules
7. involvement in legislative matters
and
8. review of patent and copyright policies.

Maintains liaison with the University Committee on Insurance and Retirement Programs, the Patent and Copyright Committee, the Emeritus Faculty Association, and the Legislative Task Force.

2. University Services and Facilities Committee

1. Membership

- a. Elected: Six senators elected by the senate.
2. *Ex officio*: The university president and the senate president or their designees.
3. 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

Serves in an advisory capacity in the study, clarification, and formulation of policy and procedures in areas affecting university services and facilities, including:

- a. university-wide academic service functions, such as audiovisual services, testing, and publications
- b. academic and auxiliary services serving faculty, staff, and students, including bookstore services, campus speakers, counseling services, and child care services
- c. special uses of university facilities as described in appropriate policy manuals
- d. library policies, services, and materials
- e. design review and campus master planning
- f. parking and transit
- g. utilities
- h. university-wide information and communications services
- i. policy with respect to academic computer utilization in all campus locations
- j. acquisition of computer software and hardware for academic applications
- k. development of research and instructional use of computers.

Maintains liaison with the University Library Committee, Child Care Advisory Committee, the Department of Public Safety, Main Campus Public Art and Design Review Council, Master Planning Committee, Academic Computing Advisory Committee, and Information and Communications Services Advisory Committee.

3. 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 Senate Executive Committee, in consultation with the president of 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 Senate Executive Committee for the information of and possible reaction by the senate.

4. 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 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 Senate Executive Committee for transmittal to the appropriate liaison senate standing committee(s).

When a university standing committee or board finds a matter which is a responsibility of the senate, it shall recommend changes of policy to the senate, through the senate Executive Committee, 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 which are responsibilities of the senate under the constitution.
5. The senate Executive Committee shall evaluate the effectiveness of the university standing committee and board structure and recommend improvements thereof to the senate.

Bylaw III of the Constitution

Bylaw dealing with the election of the president-elect of the academic assembly, the secretary of the academic assembly, the faculty ombudsperson, and members of elected committees

A. Election Procedures

The election of the president-elect of the Academic Assembly, the secretary of the Academic Assembly, the faculty ombudsperson, and members of elected committees shall be conducted by campus mail in accordance with the following schedule and procedures:

1. Prior to February 1, the Committee on Committees shall prepare a list of candidates for each vacancy. The list shall include two candidates for president-elect of the Academic Assembly, two candidates for secretary of the Academic Assembly, and two candidates for faculty ombudsperson. The number of candidates for elected committees shall exceed the number of vacancies by at least 30 percent.
2. The chair of the Committee on Committees shall take all steps necessary to ensure that the first issue of *Insight*, with a publication date after February 7, and the issue immediately following will include: an announcement of the election, the list of candidates prepared by the committee, and a call for nominees.
3. A candidate named in a petition signed by at least 50 members of the Academic Assembly and received by the chair of the Committee on Committees before 5:00 p.m. on the 15th day following the publication of the first *Insight* containing the election information specified in III.A.2. shall be placed on the ballot.
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 March 15, the chair of the Committee on Committees shall send an appropriate ballot to each member of the Academic Assembly. 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, shall be sent with each ballot. The outer envelope shall also include designated spaces for the signature and printed name of the elector.
6. Only those ballots received prior to 5:00 p.m. on the first Friday in April 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 senate president from a list of six senators 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
 2. no teller may have served on the Committee on Committees during the 12 months prior to March 15
 3. the Executive Committee shall approve the appointmentsand
 4. the senate president shall instruct the tellers prior to the election.
8. 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.
9. The unmarked envelopes shall not be opened before 5:00 p.m. on the last day for the submission of a

valid ballot. 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 president of the Academic Assembly by noon on the Monday following the last day for submission of a valid ballot.

2. Ratification of the Election

1. The tellers' report to the president of the senate shall be conveyed to the Executive Committee before the last scheduled meeting of the academic year. If necessary, the Executive Committee shall hold a special meeting for this purpose.
2. The Executive Committee shall ratify the election and report the results at the last senate meeting of the academic year.
3. At the last senate meeting of the academic year, the president of the senate will entertain any motion brought forward that protests the procedures of the election.
4. If a motion of protest is seconded, a vote of the Academic Assembly will be taken to ratify or reject the election.
5. Results of the ratified election shall be reported in *Insight* within 14 days after the final senate meeting as *Insight's* deadlines and availability of space permit.

(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. Revised document was approved by the Academic Senate at its November 18, 1991, meeting. Revised document was approved 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.) Revision approved by the Academic Senate at its April 15, 1996, meeting.

Cross-References

See also:

1. [ACD 509-02](#), "Grievance Policies and Procedures for Faculty"
and
2. [ACD 509-03](#), "Grievance Policies and Procedures for Academic Professionals."

Parameter "sh=" followed by non-Boolean value "027cdf=acd1098-112-01-html.dat"