Academic Affairs Manual (ACD)

ACD 112–01: Academic Constitution and Bylaws

Effective: 4/16/1949 **Revised**: 11/1/2026

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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 who are at least 50% FTE
2. all academic professionals with multi-year, probationary, continuing appointment, or fixed term positions who are at least 50% FTE
3. the president of the university and the provost of the university
4. all faculty with fixed appointments (i.e., instructors, teaching professors, clinical faculty, research faculty, and professors of practice) who are at least 50% FTE
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 provost of the university
3. the Senate president and 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 and Senate

   The secretary of the Academic Assembly and University Senate 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.

6. 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 may 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. University-wide Academic Assembly Meetings: Regular meetings of the university-wide Academic Assembly are not envisioned. 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. 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.

2. Campus Academic Assembly Meetings: Regular meetings of the campus assemblies 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. Any 15 members of a particular campus may request a special meeting of the campus

Academic Assembly membership. The agenda of each meeting shall be published in a form accessible to assembly members at least one week in advance of 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 university-wide assembly meetings; however, a secret ballot shall be ordered upon the request of 25 members. By a majority vote of those present and voting, the Academic Assembly may order all assembly members polled by electronic ballot. For campus-wide assembly votes, the method of voting shall be determined by the presidents and senators from that campus; however, a secret ballot shall be ordered upon the request of ten members.

5. Rules: The current edition of *Robert's Rules of Order,* newly revised, shall prevail unless otherwise specified in this constitution and bylaws.

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, faculty-student policies, 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 secretary is responsible for keeping the records of the Academic Assembly 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 shall be divided into three categories by size, as defined in Bylaw IV. The UAC will annually apportion the number of senators by unit, and every five years the UAC will review the definition of each apportionment category. Proposals for a representational unit other than the individual degree-granting unit shall be submitted to the UAC, which will ensure 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 and units.

a. The ordinary term of elected 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).
c. 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.
d. 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.

e. All senators should be available to serve on at least one senate or university committee during their term. Refusal of committee service may be construed as resignation from the senate.
f. The primary role of most faculty members elected by their units to be Senators should be teaching and/or research.
g. No faculty member or academic professional may serve as a senator while holding an administrative appointment of half-time or more.

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 of Order* regarding voting by the parliamentarian.

3. *Ex officio* nonvoting members:
a. the president of the university
b. the provost of the university
c. the executive vice president and chief financial office of the university
d. the vice provost and dean of the Graduate College
e. the university librarian
f. the ombudsperson of the Academic Assembly
g. the chair of the 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 Senate president, presidents, presidents- elect, and immediate past presidents of the campuses.

a. Campus Presidents

1. 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.
2. 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.
3. In the event that the office of campus past president is vacated, the University Academic Council members from that campus shall, with the approval by vote of the senators from that campus, appoint a former campus president to the position. If no former president is available to serve, the UAC membership from that campus shall appoint, with the advice and consent of the University Senate membership from that campus, an Academic Assembly member to fill the vacancy.

b. The Senate President, the past Senate president, and the four campus presidents 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. When appropriate and as determined by the Bylaws of the Arizona Faculties Council, the UAC shall designate one of its members as the chair for that organization.
c. 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.

d. The UAC shall meet in person monthly throughout the year and schedule special meetings as needed. All meetings may provide for virtual 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.

e. The Senate president or designee shall convene meetings of the UAC and shall preside over meetings of the University Senate and the Academic Assembly.

f. By the middle of the spring semester, the UAC shall elect from among its membership an individual to serve as president-elect of the University Senate, who will succeed to the position of president of the University Senate and chair of the University Academic Council on June 1. The specific duties of the president-elect, like those of the current campus presidents, shall be determined in collaborative discussion with the current president.

g. During the annual summer break period, the UAC shall have the authority to act on behalf of the Senate and to carry out necessary Senate duties. The Senate president shall report on any such activity at the first Senate meeting following each summer break.

h. The Executive Committee can appoint vacated positions on the UAC if all other measures have been exhausted.

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 is responsible for registering attendance of senators, maintaining the senate records in the University Senate office, and assisting in conducting the annual elections. The secretary shall attend the ABOR meetings.

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 *Robert's Rules of Order*.

4. The typical order of the meeting shall include reports from the UAC, the university president or designee, the provost of the university or designee, and senate committees, senate business; an open forum; and other matters as determined by the senate president and shown in the meeting agenda.

5. Normally, meetings of the senate shall be open; however, it may enter into executive session upon agreement of two-thirds of the senators 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, extended education, online degree programs, academic partnerships, and courses offered through the Learning Enterprise.
b. personnel affairs, which shall include: governance, hiring, academic freedom, threats to faculty, 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, retirement systems, salary schedules, merit raise policies, patents and copyrights, compensation review, acceptance of endowments/donations affecting the university's reputation, 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 petition in writing 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 ten 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 Web site 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 a 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 Executive Director of the University Senate, as directed by the Secretary, shall keep the University Senate's

records, which shall be available for examination by the UAC, the members of the Academic Assembly, the university administration, the Board of Regents, and the general public. After two years, an electronic copy shall be 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 ten 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 general counsel for analysis prior to the second reading of the amendment.
4. A majority of the University Senate membership must approve any amendment. Perfecting amendments, those that address cosmetic corrections of numbering, grammar, and language, may be ratified by consent of the University Senate. All other 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 electronic 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 available to all Academic Assembly members

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 ballots shall be distributed under the authority of the secretary of the Senate to all members of the Academic Assembly. These ballots will conform to the instructions provided in Senate Bylaw III

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

e. upon approval by Academic Assembly action, amendments shall be forwarded to ABOR counsel and university general counsel for their written analyses in accordance with applicable ABOR policy 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 ten 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 general 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, c, and d of this constitution.
8. Upon approval by the senate and acceptance by the Academic Assembly either by vote or consensus, any amendment shall be forwarded 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 and/or the college work with university ombudspersons to facilitate this process if all parties agree to engage. 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 Policy for Faculty," or ACD 509–03, "Grievance Policy for Academic Professionals."

While grievant(s) is urged to seek resolution through an ombudsperson first, he or she are not obligated to do so. Faculty may take their case to the Clearinghouse Committee for assignment to one of two grievance-hearing committees: the Committee on Academic Freedom and Tenure and the Governance Grievance Committee.

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 Policy for Faculty," or ACD 509– 03, "Grievance Policy for Academic Professionals." Changes in these grievance policies and procedures require University Senate review and recommendation. 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 the faculty ombudsperson or an academic professional ombudsperson.
b. Annually the faculty ombudsperson 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 and Procedures Manual*—ACD 509–02, "Grievance Policy for Faculty," or ACD 509–03, "Grievance Policy for Academic Professionals."

a. ***The Clearinghouse Committee***

1. The committee shall be composed of the chairs of the Committee on Academic Freedom and Tenure and the Governance Grievance Committee. These two 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 one of the two grievance committees (noted above) shall hear the grievance. Jurisdictional decisions shall be made with all 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. However, the grievant(s) or respondent 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 two committees, along with any recommendations for changes in the system. The UAC shall submit the report to the University 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.

b. ***The Committee on Academic Freedom and Tenure***

1. Membership: six from the Tempe campus and two each from the Downtown campus, the Polytechnic campus and the West Valley campus. Members 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 ACD 509–02, "Grievance Policy for Faculty."

3. Functions of the committee

a. the committee shall hear cases assigned to it by the Clearinghouse Committee
b. the committee shall investigate alleged infringements upon the academic freedom of tenured or tenure-track faculty members, as defined and described in ACD 201, or alleged infringements relating to the tenure of faculty members
c. the committee shall deal with 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.

4) The Conditions of Faculty Service (ABOR Policy 6-201) require that CAFT handle the hearing process for: (1) dismissal or suspension without pay of any faculty member (but not non-renewal at the end of a contract term) and (2) any adverse decision on promotion, tenure, nonrenewal or release from employment that is alleged to be discriminatory, unconstitutional, a violation of due process, or a violation of academic freedom.

c. The Grievance Committee

1. Membership: Members shall be elected to serve a term of three years by the Academic Assembly from among the two groups:

a. tenured professors and tenured associate professors

b. full-time career track faculty who have Associate or full Professor rank and who have been employed at ASU for at least three years.

Tenured and tenure-track faculty shall elect six members of this committee: three from the Tempe campus and one each from the Downtown campus, the Polytechnic campus and the West campus. Career track faculty shall elect career track Professors who have been employed at ASU for at least three years: three from the Tempe campus, and one each from the Downtown campus, the Polytechnic campus and the West Valley campus. 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.

c) The University Academic Council shall devise a method for transitioning from the previous membership system to the system outlined in this section.

2. The committee shall follow the policies and procedures for grievances established in ASU policy ACD 509–02, "Grievance Policy for Faculty."

3. Functions of the committee

The committee shall hear cases assigned to it by the Clearinghouse Committee.

The committee shall hear such cases as those involving salary inequities, teaching assignments, access to equipment, and any unfair treatment of faculty by other faculty or administrators.

The committee shall also hear cases of academic freedom involving career track faculty.

The committee shall also hear cases involving dismissal proceedings against a career track faculty member who has
--satisfactorily completed any probationary period established under the existing personnel policies of the university, or
-- whose contract period has been established under the existing personnel policies of the university, or
-- whose contract period has not expired.

The matter shall be resolved by procedures described 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 Governance Grievance Committee directly.

The committee shall also hear cases involving disability status, although when an individual has been placed on disability status for more than 18 months, there is no assurance of reemployment with the university.

4) The Conditions of Faculty Service (ABOR Policy 6-201) require that CAFT handle the hearing process for: (1) dismissal or suspension without pay of any faculty member (but not non-renewal at the end of a contract term) and (2) any adverse decision on promotion, tenure, nonrenewal or release from employment that is alleged to be discriminatory, unconstitutional, a violation of due process, or a violation of academic freedom.

d. The Academic Professional Grievance Committee

1. The Academic Professional Grievance Committee shall be composed of seven elected regular members. Members of the Committee shall be elected from academic professionals with at least seven years of service at ASU and those at the level of dean, associate or assistant dean shall be excluded from serving on the committee. Members shall be elected for a period of three years with staggered terms.
2. Functions of the committee: The operation and scope of the committee is found in ACD 509–03, "Grievance Policy 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 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 University 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. Senate Standing 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 Personnel Committee

3. the Student-Faculty Policy Committee.

c. ***Other committees***

1. the University Services and Facilities Committee
2. the Research and Creative Activities Committee (RCA)
3. Digitally Enhanced Teaching and Learning 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 as a motion. 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 provide reports at Senate meetings. Each Senate committee shall also 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 January 1 and June 1 annually, the president-elect of the University Senate, working with the University Senate president, the chair of the Committee on Committees and the current committee chair, should appoint a chair-elect for each Senate committee and Senate standing committee. Chairpersons should be selected from the existing committee roster but may be appointed from outside that roster if no suitable candidates are identified. If a committee chair cannot be selected within this time frame, then the Senate president shall make all appointments no later than the start of the fall semester. Non-senators selected to serve as chairs of senate standing committees shall be considered nonvoting ex-officio members of the Senate. If selected in their final year of committee service, chair-elects shall have their service extended one additional year to accommodate serving in the chairpersons role. With the exception of the Committee on Committees, which has a two year term, the term for all other committee chairpersons is one academic-year.
h. In the event a Senate committee chairperson vacates a position during the academic year, the Senate president shall appoint a new person to serve as chair and the appointment process for the chair-elect shall be followed.
i. The first regular meeting for each Senate committee should be held no later than October 1 annually.

4. Senate committees shall be established by amending this bylaw to include the name and description of the new committee.
5. 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.

6. Administrative committees of the senate

a. 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* nonvoting members: the 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 or her 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 and report on 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
e. to direct pending business of the senate to the appropriate committee(s)
f. to perform other functions as the senate and UAC may direct.

b. Committee on Committees

1. Membership

a. elected: nine senators, including representation from each of the campuses, and one academic professional from any campus. The committee should have representation from tenure/tenure eligible as well as career track faculty
b. *ex officio* voting members: University Senate president and the campus presidents
c. *ex officio* nonvoting members: the 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 Curriculum and Academic Programs Committee (CAPC), the Research and Creative Activities Committee, and the Digitally enhanced Teaching and Learning Committee.
2. standing university committees and boards
3. campus president-elects

b. to forward to the University Senate nominations for membership on committees which, whenever possible, shall exceed the number of vacancies. The University 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.

7. Academic affairs committees of the University Senate

a. Curriculum and Academic Programs Committee

1. Membership

a. Voting Members:

1. each college or school shall have one member, who is elected or appointed depending on the unit bylaws.

2. Voting members must be at the rank of Associate or above and have at least 7 years employment with ASU, and they may not hold a primary administrative position of director or higher at the time of election/appointment.

3. CAPC members who become administrators/directors during their CAPC term may continue to serve out their term of office but will recuse themselves from any vote related to their unit.

b. *Ex officio* nonvoting members*:* Ex officio nonvoting members include: the provost of the university, vice provost and dean of the Graduate College, university librarian, and the chair of the UAC, or their designees

c. Length of term. The term of the elected/appointed members shall be two years, with no limit on consecutive terms served. It is recommended that one-half of the elected/appointed members be replaced each year.

d. Removal. Unless excused, CAPC members shall attend each CAPC meeting or provide a substitute if unable to attend. Two consecutive absences without cause will result in that unit's seat being vacated and a request for a new representative.

e. The committee chair will be appointed by the incoming Senate President when the seat is vacated. To assist in this appointment, the committee will provide the incoming Senate President with a recommendation for the new chair. Usually, the new chair will be a current CAPC member. Because chairs are nonvoting members of the committee, a person shall be appointed or elected to replace the new Committee Chair's representative unit. The length of term for committee chair is two years.

1. Purpose and function

a. to serve in a policy-forming and advising capacity in matters concerning:

1. proposed establishment or disestablishments of academic units, such as colleges, schools, and divisions

2. academic programs, including degrees, certificates, minors, and concentrations

3. academic policies affecting more than one college or school (e.g. academic integrity policies; grading policies), 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 or other proposals affecting curricula

6. distance learning, continuing education, and online 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: 12 senators, including representation from each of the campuses and one additional member that must be an academic professional with full-time multi-year, probationary or continuing appointment status. The committee should have representation from tenure/tenure eligible as well as career track faculty
b. *ex officio* nonvoting members*:* the 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
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 Research and Creative Activities Committee.

c. Student-Faculty Policy Committee

1. Membership

a. elected: 11 senators, including representation from each of the campuses. The committee should have representation from tenure/tenure eligible as well as career track faculty
b. *ex officio* nonvoting members: the 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 Admissions Appeals Committee, the University Undergraduate Standards Committee, the University Graduate Council, Undergraduate Student Government, and the Graduate and Professional Students Association.

8. Other Committees of the Senate

a. University Services and Facilities Committee

1. Membership

a. elected members: 11 senators, including representation from each of the campuses. The committee should have representation from tenure/tenure eligible as well as career track faculty
b. *ex officio:* the university president, the provost of the university, the executive vice president, treasurer, 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.

b. Research and Creative Activities Committee

1. Membership

a. appointed members: the committee shall be composed of nine members from the Academic Assembly appointed by the chair of the University Academic Council, in consultation with the Office of Knowledge and Enterprise Development and the Senate Committee on Committees, to staggered three-year terms, with two additional members appointed by the Senior VP for the Office of Knowledge and Enterprise Development (OKED).
b. *ex officio:* the Executive Vice President of ASU Knowledge Enterprise and the University Senate President shall

serve as ex officio nonvoting members.

c. terms: each appointed voting member shall serve staggered three-year terms.

2. Purpose and function

To serve in an advisory capacity on matters concerning research and creative activities. The RCA committee serves as a review body for policies in the ASU research manual (RSP) and faculty/AP research related topics found in the ACD manual or other manuals at ASU, as well as topics/issues brought to it by the university provost, the Executive Vice President of ASU Knowledge Enterprise and/or the University Senate. The RCA is responsible for reporting the committee actions received in annual reports from the Classified Research Committee and the Misconduct in Research Committee, as well as outcomes and recommendations to the Senate for any issues that have been taken on as action items.

3. Relationships

The RCA will maintain relationships with the Classified Research Committee and the Research Integrity Officer, as well as the Animal Users Advisory Committee, Human Subjects Institutional Review Boards, Institutional Biosafety Committee, Radiation Safety Committee, the University Laboratory Safety Committee, the Institutional Animal Care and use committee and any other relevant committees or task forces.

c. Digitally Enhanced Teaching and Learning Committee

1) Membership

a) Voting Members:

i Each college or school and the Library shall have one member, who is elected or appointed depending on the unit bylaws.

ii Voting members must be members of the academic assembly and may not hold a primary administrative position of director or higher at the time of election/appointment.

iii Members who become administrators/directors during their DETL term may continue to serve out their term of office but will recuse themselves from any vote related to their unit.

b) Ex officio nonvoting members: Ex officio nonvoting members include: Provost's Executive Director of Learning Technology, Executive Director of Learning Experience, Vice Dean of Educational Initiatives at EdPlus, and ASU Library Division Head for E-Learning and Instruction or their designees

c) Length of term. The term of the elected/appointed members shall be two years, with no limit on consecutive terms served. It is recommended that one-half of the elected/appointed members be replaced each year.

d) Removal. Unless excused, DETL members shall attend each DETL meeting or provide a substitute if unable to attend. Two consecutive absences without cause will result in that unit's seat being vacated and a request for a new representative.

2. Purpose and function. To serve in a policy-forming and advising capacity in:

a) Assisting in the communication and collaboration between and among various constituencies and communities of learning technology users, including consultation with leadership in academic technology, and planning and implementation;

b) Drafting policies under the jurisdiction of the University Senate as they relate to the academic uses of information technology;

c) Advising the University Senate, the Provost, and other members of the University community involved in planning, developing, implementing, and applying learning technology campus-wide

d) Offering consultation and feedback to the administration on matters of security and privacy when using ASU infotech systems;

e) Fostering the continuous development and improvement of digital learning practices in general.

f) Promoting effective leveraging of digital technologies in service of underrepresented populations.

g) Promoting communication about best practices related to digitally-enhanced and learning opportunities that showcase technologies.

3. Relationships

a. The chair of the DETL is a member of the Executive Committee.

b. DETL maintains liaison relationships with the Provost, Learning Experience, EdPlus, and Instructional Technology Advisory Committee or their designees.

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, when requested, of all reports promptly with the UAC for transmittal to the appropriate liaison senate standing committee(s).

4. 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.

5. 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.

6. 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 and members of elected committees.

A. Standard Election Procedures

The election of the presidents-elect of the Academic Assembly campus memberships and members of elected committees shall be conducted by electronic ballot in accordance with the following schedule and procedures:

1. Prior to February 15, the senate Committee on Committees shall prepare a list of candidates for each vacancy. The list should include at least two candidates for president-elect of each campus, and the number of candidates for elected committees should exceed the number of vacancies when possible. The Committee on Committees must confirm the campus affiliations of all nominees, as well as their willingness and ability to fulfill all the responsibilities of the office for which they have been nominated.

2. Votes for campus president-elect from Academic Assembly members will only be counted toward nominees from their own campus.

3. The secretary of the senate is responsible for the operation of elections, acting in consultation with the chair of the senate Committee on Committees and the chair of the University Academic Council.

4. By February 15, or when the candidate list is complete, the secretary of the senate or designee shall ensure that members of the Academic Assembly are notified of the dates of the election, the list of candidates prepared by the committee, and the option of proposing additional nominees by petition. Notification shall be through a posting on the University Senate Web site, and by electronic mail.

5. The duration of the notification period should be no less than five and no more than ten days. Valid petitions received by the chair of the Committee on Committees during this period shall be placed on the ballot. Valid petitions for Tempe campus positions require signatures of at least 20 assembly members from the Tempe campus. Valid petitions for other campuses require signatures of at least 20 assembly members from the campus for which the position is designated.

6. The election will begin as soon as possible after the conclusion of the notification period. Elections will be by electronic ballot. After ensuring that the voting system is secure, the secretary of the senate or designee shall notify each member of the Academic Assembly of the election period and explain the election process.

7. The duration of the election shall be seven days

8. Any reports of election difficulties should be directed immediately to the Executive Director of the Senate, who shall ensure that such difficulties are eliminated.

9. Soon after the election period has ended, the persons who operated the electronic balloting system will present the results to a committee composed of the secretary, the chair of the Committee on Committees, the chair of the University Academic Council, and one representative from each campus whose votes are being reported. After determining that the voting system was secure and that all eligible voters who attempted to vote were able to do so, this committee will certify the election results.
10. The election results will be reported first to the candidates, then to the UAC, and then by e-mail to senators and on the Senate web page.

B. Other Election Procedures

1. If the Committee on Committees is unable to complete a ballot for any campus by February 15, it shall notify the UAC and continue its efforts.
2. If the Committee is unable to find more than one nominee per office by February 15, it may offer that ballot to the Academic Assembly.
3. If the Committee is unable to complete a ballot for any campus by April 1, the UAC is authorized to work with the faculty of that campus to find nominees and devise appropriate election procedures.
4. A campus president who has completed a term as past president shall wait one year before running again for president-elect.
5. In case of a tie the Committee on Committees Chair and the UAC Senate President will devise a solution. Should any election result in a tie vote, the Chair of the Committee on Committees and the UAC president will establish procedures to determine a winner.

Bylaw IV of the University Senate

Providing for membership in the Senate.

A. Degree-granting units will be represented in the Senate in one of three categories. Units with fewer than 35 members shall have one senator; those with 35 to 79 members shall select 2 senators; units with 80 or more members will select 3 senators.
B. The following non-degree granting units applied for and received approval to select members to the University Senate: Emeritus College (1 representative); Ross-Blakley Law Library (1 representative); Eyring Materials Center (1 representative); ASU Libraries' Librarians Assembly (2 representatives).

Appendix

Academic Constitution & Bylaws Approval History

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.

Bylaw III was amended and ratified by the University Senate on October 5, 2009.

Revisions proposed by Constitution and Bylaws Committee to the articles of the Constitution were approved by the University Senate at its meeting on September 9, 2013, and ratified by the Academic Assembly on April 30, 2014.
Revisions proposed by Constitution and Bylaws Committee to the Bylaws were approved by the Senate on April 28, 2014.

Revisions proposed by the Constitutional Task Force to the Constitution and Bylaws were approved by the Senate on March 29, 2021 and ratified by the Academic Assembly on April 13, 2021.

Revision proposed by the Constitutional Task Force to the Bylaws were approved by the Senate on August 30, 2021.

Revisions proposed by the University Academic Council to the Bylaws were approved by the Senate on October 25, 2021

Revisions proposed by the University Academic Council to the Bylaws were approved by the Senate on February 28, 2022.

Revisions proposed by the University Academic Council to the Bylaws were approved by the Senate on February 2, 2026.