

Amend Constitution and Bylaws Clarifying Full Time Status for Senators, Officers, and Grievance Committee Members

First Read: 24 Apr 2023

Second Read: 28 Aug 2023

UAC

Article II.A.1

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 insure the appropriateness of the proposal for representing the assembly members affected by the proposal and will submit the proposal to a vote of the affected assembly members for their approval. The UAC shall adjudicate the number of senators from each representational unit. The University Senate itself shall certify the qualifications of its members 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. While serving as a senator, faculty or academic professional may not hold an administrative appointment of half-time or more.
 - h. Only full time members of the Academic Assembly (1.0 FTE), faculty in a phased retirement program, or the Emeritus College representative are eligible to serve as senators¹

Commented [DB1]: Add

Article II.B

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 immediate past president is vacated, the University Academic Council members from that campus shall, with the approval by vote of the University Senate membership 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 members of the UAC shall serve as representatives to the Arizona Faculties Council and adopt policies and procedures as may be needed for ASU's participation in the Faculties Council. The UAC shall designate, when appropriate, the chair for the Arizona Faculties Council.
 - 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 during the period of time in which faculty are not on contract. 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 the notification of members of all meetings of the university-wide Academic Assembly and the University Senate and is responsible for all senate business, including senate meeting attendance of senators, maintain the senate archives in the Academic Assembly office, and assist in conducting the annual elections. 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.
 4. Only full time members of the Academic Assembly (1.0 FTE), faculty in a phased retirement program, or the Emeritus College senator are eligible to serve as senate officers.

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Bylaw 1.B.2

B. Academic Grievance Procedures

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." **Only full time members of the Academic Assembly (1.0 FTE) or faculty in a phased retirement program are eligible to serve as members of the university grievance committees.**

Commented [DB3]: Add

NOTE: The first two changes (Constitution articles), once passed in the senate, will need to go to the entire academic assembly (i.e., not the senate). The third change (a bylaw) can be handled with a 2/3 vote of the senate.