

# University Senate

## Procedures and Protocol Manual



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# **Section 1**

## **General Information**

## 1.1 Shared Governance Statutes

The University Senate is provided legal authority to participate in the running of the University through two statutes: A.R.S. §15-1601 and ABOR 6-201. This shared governance obligation is codified by the University Senate constitution found in the ACD manual 112-01.

1. A.R.S. §15-1601 can be found at the Arizona State Legislature [webpage](#)<sup>1</sup> section B.

*The universities shall have colleges, schools and departments and give courses of study and academic degrees as the board approves. Subject to the responsibilities and powers of the board and the university presidents, the faculty members of the universities, through their elected faculty representatives, shall share responsibility for academic and educational activities and matters related to faculty personnel. The faculty members of each university, through their elected faculty representatives, shall participate in the governance of their respective universities and shall actively participate in the development of university policy.*

2. ABOR 6-201 can be found on the Arizona Board of Regents [website](#)<sup>2</sup> in the conditions of faculty service Preamble, section A.

*The Board recognizes that Arizona universities have long adhered to the honorable tradition of academic freedom in teaching, research and service and reaffirms that the process of faculty participation and consultation in matters of academic policy is a valuable tradition that must be preserved. The faculties of the respective universities have a correlative duty to share in the responsibilities and obligations of governance and administration.*

3. University Senate constitution can be found on the ASU manuals [website](#)<sup>3</sup> under section 112-01.

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<sup>1</sup> <http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/15/01601.htm&Title=15&DocType=ARS>

<sup>2</sup> <http://azregents.asu.edu/rrc/Policy%20Manual/6-201-Conditions%20of%20Faculty%20Service.pdf>

<sup>3</sup> <http://www.asu.edu/aad/manuals/acd/acd112-01.html>

## 1.2 Shared Governance Agreement at ASU

During the spring semester of 2008 a new model for shared governance was adopted by the faculty members and academic professionals at Arizona State University. The central theme of this governance structure was a single Senate for all faculty members and AP's across all four campuses. The then current Senate President, Phil VanderMeer presented a synopsis of these changes in a letter to the Academic Assembly in June 2008. The letter can be read by clicking [here](#)<sup>4</sup> or going to appendix H of this manual.

President Crow approved the Shared Governance Agreement document in June of 2008. The document can be reviewed by going to the homepage of the University Senate website or by going to this [link](#)<sup>5</sup>

An example of the types of items included in the shared governance agreement are noted below, while others are noted throughout this manual.

- Basis of shared governance
- Structure of University Senate and UAC
- Requested annual budget allocation
- Computer and equipment requirements
- Support and space requirements
- Reassigned time and summer stipends

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<sup>4</sup> [https://usenate.asu.edu/sites/default/files/attachments/Documents/686/history\\_of\\_one\\_senate.pdf](https://usenate.asu.edu/sites/default/files/attachments/Documents/686/history_of_one_senate.pdf)

<sup>5</sup> <https://usenate.asu.edu/about/shared-governance>

## 1.3 University Senate Office, Mission, Vision and Goals

### Mission

To help the University Senate maximize its impact and effectiveness in the shared governance system at Arizona State University.

### Vision

Through top-notch administrative support, coordination, process development and the encouragement of diversity in both representation and thought, we provide the framework for which the University Senate is able to effectively execute its shared governance opportunity; facilitating a governance organization that allows for the a shared pursuit of institutional goals through the effective and responsive interaction between members of the Academic Assembly and the ASU administration is our vision.

### Goals

- Facilitate efficient and effective work that advances Arizona State University.
- Foster a climate that supports the development of innovative ideas and solutions.
- Maintain 100% accurate databases for all Senate rosters and committees and be able to provide those in a timely manner.
- Educate both senators and Senate leadership on current and historical processes, while maintaining and open mind to new ideas and innovations.
- Provide annual administrative operating processes and procedures that makes doing University Senate work easier and more productive.
- Be fiscally responsible with annual budget allocations.
- Perform all daily functions in accordance with ASU, Office of the University Provost and State of Arizona rules and regulations.
- Keep an updated, accurate and relevant website for the University Senate.
- Provide 100% accuracy for the Senate in maintaining all motions, minutes and resolutions both current and archival in nature.
- Provide prompt, helpful and friendly customer service and feedback to all senators, Senate leadership, administration and other relevant constituents.



## **1.4 Annual Project Planning Calendar**

### **August**

- Finalize senate roster and develop distribution lists
- Send new senator orientation document to all Senators
- Provide provost office with annual report document for new faculty
- Distribute Senate annual report to all administration at ASU
- Execute new senator orientation, in person or online
- Execute Academic Assembly meeting
- Test all senate meeting locations and related technology
- Execute beginning of the year meeting with UTO
- Execute Senate leadership orientation
- Senate committee preference survey distributed by secretary
- Update Senate database
- Update Tempe Seating Chart

### **September**

- Execute UAC, EXCOM and Senate meeting
- Establish standing Senate committee meeting times
- Finalize all Senate standing committees and secure vote for approval
- Execute grievance orientation meeting, APGC, GGC and CAFT
- Establish standing grievance committee hearing dates
- Committee organization and work
- Prep for new faculty reception at University Club

### **October**

- Execute UAC, EXCOM and Senate meeting
- Execute CAFT/GGC hearings
- Secure Senate standing committee meeting dates
- New faculty reception at the University Club
- Committee organization and work

## **November**

- Execute UAC, EXCOM and Senate meeting
- Execute CAFT/GGC hearings
- Begin work securing campus-president nominations
- New Senate president-elect announced
- Senate operations review completed and submitted
- Committee organization and work
- Begin work on Senate recognition program

## **December**

- Execute UAC, EXCOM and Senate meeting
- Execute CAFT/GGC hearings
- Execute Senate service recognition program
- Commencement
- Planning meeting for spring Academic Assembly meeting
- Complete Senate service recognition program
- Committee organization and work
- UAC Holiday Luncheon
- Mid-year attendance check and notifications

## **January**

- Execute UAC, EXCOM and Senate meeting
- Execute Academic Assembly meeting
- Execute CAFT/GGC Hearings
- Begin developing Senate meeting calendar
- Committee organization and work
- Readjust Senate roster with semester changes

## February

- Execute UAC, EXCOM and Senate meeting
- Notify all offices and individuals of new Senate meeting calendar
- Nominees for campus president-elect and grievance committees due
- Disseminate president-elect and grievance committee election slate
- Confirm Senate roster and request feedback on senator sabbaticals.
- Announce to units-Senatorial elections
- Execute CAFT/GGC hearings
- Committee organization and work
- Archive copies of all rosters
- Reserve all Senate meeting rooms for next academic year.
- Reserve all Academic Assembly meeting rooms

## March

- Execute UAC, EXCOM and Senate meeting
- Request committee annual reports
- Execute CAFT/GGC hearings
- Determine standing committee roster needs
- Campus president-elect and grievance elections executed
- Archive senate and committee rosters for previous year
- Committee organization and work

## April

- Execute UAC, EXCOM and Senate meeting
- President-elect begins chair selections
- President-elect begins summer project planning
- Committee annual reports due
- Compile new Senators from unit elections
- Prepare faculty summer project memo and pay request
- Execute CAFT/GGC hearings
- Confirm term and dates for all committee members
- Committee annual reports compiled and posted online
- Selection of committee chairs for next year
- Work-up end of year purchasing needs
- Committee organization and work
- Notify all offices and individuals of new Senate meeting calendar
- Print and distribute end of year recognition certificates
- Revise the new Senator orientation document
- Begin the development of Senate annual report materials

## May

- Determine standing committee roster needs
- Summer planning payroll executed
- Execute new Senate leadership orientation meeting (or in fall semester)
- Make Senate president transition plans for office
- Determine date for Senate leadership orientation and distribute
- Committee organization and work
- Notify President's office of new UAC and Senate president
- Finalize all Senate annual report materials and submit to Provost Communications

## June

- Begin implementation of new Senate president initiatives
- Website updating and archiving
- Determine date for new faculty reception at University club
- Google Drive and rosters updated
- Work summer projects
- Ensure end of year budget closeout is on time
- Assist with standing committee chair appointments
- Schedule Academic Assembly planning meeting
- INTDSB 365 computer and maintenance performed

## July

- Hold Academic Assembly planning meeting
- Work summer projects
- Discuss operations review with Senate president
- Continue finalizing Senate roster
- Review and revise the new Senator orientation document
- Review and revise the leadership orientation documents
- Begin securing speaking dates for Senate president at faculty meetings
- Clean-up and organize rosters annually
- Delete old members and add new members annually
- Post material as requested by Senate committee/task force chairs

## **1.5 Staff Support**

The Office of the University Provost provides two full-time staff members to support the functioning of the University Senate on all four campuses:

- Manager, Maria Coca
- Administrative Specialist, Alzira Lopes

Please see appendices B and C for complete job descriptions.

### **Work schedule**

The office will be open each workday, Monday–Friday, with the typical start time being 8:00am. At the Manager's discretion, the work-hours may be altered, to adjust for vacations and summer time schedules. During University holidays the Senate office will be closed.

### **Vacation time and sick time**

The manager will approve all sick and/or vacation time for the administrative specialist. The Vice Provost for Academic Personnel will approve all sick and/or vacation time for the manager.

### **Annual evaluations**

The manager, with input from all relevant constituents, will perform an evaluation on the administrative specialist. The Vice Provost for Academic Personnel, with feedback from all relevant constituents, will perform the annual evaluation on the manager. The evaluation will be performed annually in either January or February.

## 1.6 Sustainability

As both a cost saving measure and to also support the ASU sustainability initiatives, the University Senate will adhere to the below mentioned practices:

1. All agendas and documents will be projected electronically at meetings and emailed to all individuals in advance.
2. Unnecessary printing of documents is discouraged.
3. Zoom meetings will be supported as much as possible to reduce campus travel.
4. The Senate office will actively recycle the following items:
  - a. Paper
  - b. Plastic
  - c. Printer cartridges
  - d. Batteries
5. Double sided copies will be used as often as possible.
6. At least 50% recycled copy paper will be used.
7. All computer monitors, and printers are shut off, or placed in power saving mode at the end of each work day.
8. Office supplies will only be ordered as needed.
9. This manual will provided electronically unless requested in print (we have limited printed copies).

## 1.7 ASU Enterprise Brand and Marketing

The ASU brand is the front door to the university's character – its national and international rankings success, its “fastest-growing” research, its globally diverse student body, its ability to inspire master learners and prepare them to thrive now and in the future, professionally and in their personal lives.

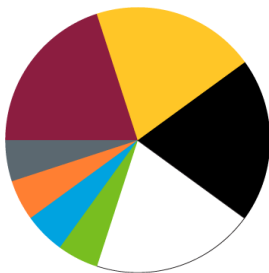
Consistency is the key in building a solid and respected brand. Consistency reinforces the power of our messaging and presents a united front in the way we portray ASU and its unique status in the world of higher education. Below are a few examples to help support the brand and build affinity.

### Endorsed logo



Logos aren't just embellishments; they concisely represent the university brand. Learn more in the [brandguide.asu.edu](http://brandguide.asu.edu).

### ASU color palette



Maroon and gold are recognizable as brand-specific colors and should always be considered for the first choices for color elements in your project.

White and black are the primary colors in the palette and serve as foundational colors that allow maroon and gold to shine.

### Font

**Arial**  
**Arial bold**

The chosen system font for ASU is Arial and Arial Bold. The font can be used in Microsoft Office documents, email and other communications.

### Writing style

**May I use: @, &, AM, PM,...? No.**

~~@~~ instead use the word, **at**

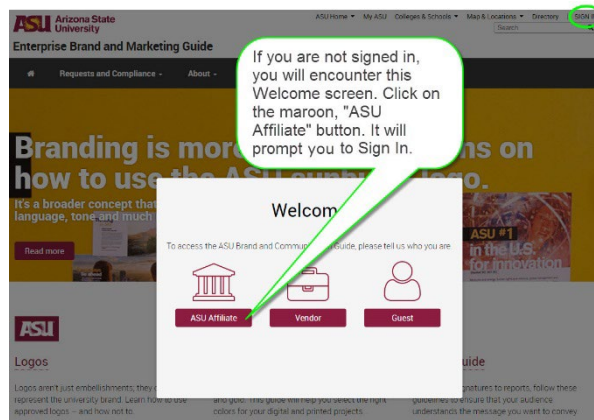
~~&~~ instead use the word, **and**

~~AM~~ or ~~PM~~ use, **a.m.** or **p.m.**

Learn more in the [brandguide.asu.edu](http://brandguide.asu.edu)

The ASU writing style guidelines are designed to encourage and ensure consistent composition in university communications, both internal and external messaging. Contained in the guidelines are spelling, punctuation, grammar, formatting and ASU standardized content.

### Complete ASU Brand and Marketing Guide



Please be sure you are signed in to access the complete [brandguide.asu.edu](http://brandguide.asu.edu). Be sure to refer to it often to help you produce materials consistent with the ASU brand. Learn more about:

- Abbreviations
- Addresses
- ASU standardized text
- Capitalization
- Company names
- Days, months, years, seasons, time
- Presentations





## **Section 2**

# **Document Development and Storage**

## 2.1 Supported Databases, Spreadsheets and Documents

The Senate office maintains a Microsoft Access database that tracks relevant information for all Senators and individuals associated with the Senate. This database is in the ASU shared network location.

- Senator name, email address, ASURITE, academic unit, college/school
- All Senate committee rosters
- Leadership rosters
- Academic unit chairs and directors information
- ASU colleges/schools dean's roster
- Master grievance tracking document (EXCEL)

The Senate Administrative Specialist is responsible for the maintenance and upkeep of this database and can be contacted for individual queries.

The following information is also tracked and stored in the ASU shared network location.

- Master Request for Consultation (RFC) document
- Master Senate motion transmittal documents
- Master UAC transmittal documents
- Master administrative response to UAC transmittals documents
- Master administrative response to transmittals

## 2.2 Grievance Case Files

Filing protocol for grievance case files

1. Grievant Service Request (GSR) forms are submitted to the Senate office.
2. Administrative specialist develops both a hard copy and electronic file for the GSR submission. Important: ensure documentation is filed to prove date of receipt of the GSR.
3. GSR forms are uploaded to Dropbox and shared with the CAFT counsel and the chair of the Grievance Clearinghouse committee.
4. Once the grievance is assigned to a committee, the chair of the appropriate committee will orchestrate (through the Senate office) the incoming and out-going communication to both grievant and respondent. The committee chair and the manager of the Senate office will supervise this process.
5. Grievances are numbered with the last year corresponding to the academic year in which the GSR was received, followed by a letter and then proceeds in sequential order throughout the year. The cutoff date for numbering is May 15 annually. Example, GSR received on May 10 of AY 2021–2022 would be case 2021-A, grievance case received May 21 would be 2022-A.
6. Electronic grievance case files should adhere to the following protocols:
  - a. All electronic files should be converted into pdf documents.
  - b. Case File Folder=Case#\_Lastname\_FirstName
  - c. Individual case file documents=1-LastName\_Description\_dateXX-XX-XXXX, 2-LastName\_Description\_XX-XX-XXXX, etc.
  - d. Real time electronic case files should be uploaded to the University Senate office shared drive.
7. Hard copies of grievance case files should adhere to the following protocols:
  - a. Each case should use a 2-divider classification folder (similar to Smead #14032)
  - b. Exterior of the classification folder should be labeled as follows:
    - i. Center exterior label:
 

LASTNAME, FirstName  
 2021-A (*Case number*)  
 XX-XX-XXXX (*Date*)
    - ii. Exterior tab label:
 

LASTNAME, FirstName  
 2021-A (*Case number*)
  - c. Classification folder sections should be labeled as follows (these can be changed as necessary to accurately reflect the contents of the file):
    - i. Grievance Service Request
    - ii. Email/Phone log
    - iii. Correspondence
    - iv. Hearing documents: Grievant
    - v. Hearing documents: Respondent(s)
    - vi. Final Report

- d. Correspondence, hard copies of emails and any other documents should be added in the appropriate file sections upon receipt.
  - e. Documents that are too large to be encompassed within the classification folder should be kept in a separate file and the supplement type and location should be noted within the classification folder under the appropriate section.
8. Official hard copy and electronic files should match 100%. As correspondence and documents are received they should be scanned and uploaded to the electronic file.
- a. All emails should be scanned into the electronic files and the date/timestamp of the latest email scanned should be recorded on the Email/Phone log sheet of the classification folder.
9. Cases that are closed should be labeled and moved to the archive filing cabinet within the Senate office.

### **Sharing grievance files**

- 1. Dropbox is used to share encrypted grievance case files between the CAFT and GGC Chairs, vice chairs and CAFT outside counsel.
- 2. The Administrative Specialist shares the secure case file Dropbox location with the appropriate individuals. Individuals that are provided permission to view the files do not have to maintain a Dropbox account.
- 3. Each case file that is shared is password protected with the password sent to the appropriate individuals in a separate email.

## 2.3 Google Drive

The University Senate maintains a Senate Google Drive for use by committee chairs and Senate leadership members. Committee chairpersons shall use this site to store all meeting agendas, minutes/notes and final reports or projects.

Requests for access to google drive should be sent to the Manager of the Senate office.

### **Drives/folders currently available**

1. University Academic Council
2. ACD Manual Task Force (historical)
3. Personnel Committee
4. Student–Faculty Policy Committee
5. University Services and Facilities Committee
6. Committee on Committees
7. Curriculum and Academic Programs Committee
8. Contract Faculty Task Force (historical)
9. Data Archives Work Group
10. Senate Ad-Hoc Committee on Domestic Violence and Intimate Partner Abuse Policies - Archive
11. Task Force on UAC Governance Models
12. University Senate Grievance Committee Orientations
13. University Senate High Performance Computing Task Force - Archive
14. University Senate Task Force on ASU Institutional Ethics and Integrity - Archive
15. University Senate Taskforce on Amorous Relationship Policies
16. University Senate–Research and Creative Activities Committee
17. Library Liaison Committee
18. Task Force sites as needed

### **Senate office responsibilities**

1. Clean-up and organize rosters annually
2. Delete old members and add new members annually
3. Post material as requested by Senate committee/task force chairs

## 2.4 Records Retention Schedule

The Senate office, room 361 of the Interdisciplinary B building is the storage location for all hard copy Senate documents. The minimum retention schedule for each type of document is noted below.

**No documents should be destroyed without first securing the approval of the Manager.**

The Senate adheres to the document retention schedule on file with the Arizona Department of Library, Archives and Public Records. This document can be found [here](#), or in appendix J.

1. All files will be held for a period no less than the time frames indicated in the above-mentioned document.
2. Electronic files will be held indefinitely and only destroyed with approval from the Manager.
3. Records not publicly available on the Senate website will be secured in the Senate network space and can be provided to individuals as requested and/or appropriate.

Per state law a Report of Records Destruction Form will be completed and filed with the Arizona State Library and Archives and Public Records, Records Management Division. This document can be found by going to this [website](#)<sup>6</sup>:

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<sup>6</sup> <http://www.azlibrary.gov/sites/azlibrary.gov/files/arm-form-Certificate%20of%20Records%20Destruction%208.2013.pdf>

## 2.5 Unit Bylaws

Per ACD 112-01 the University Senate office is to maintain a current copy of all academic unit and college/school bylaws.

The primary point of contact for unit bylaws is the Manager of the Senate office. All unit bylaws are housed on the University Senate website at this [hyperlink](#)<sup>7</sup>.

### Other details related to bylaws

1. Bylaws received in the Senate office:
  - a. Final copies of bylaws must have confirmation that they have been reviewed and approved by the University Provost (administrative approval).
  - b. Administrative approval will be designated on the Senate bylaws webpage.
  - c. The Senate Manager will maintain the email backup of the bylaws approval.
  - d. Bylaws posted on the Senate website shall be in pdf format only. The MS Word document will be stored on the manager's network drive space under "Bylaws"
2. Vice Provost for Academic Personnel is to CC the manager when advising units that updated bylaws have been approved.
  - a. This confirmation will alert the manager that an update needs to be made to the version of bylaws posted on the Senate webpage.

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<sup>7</sup> <https://usenate.asu.edu/resources/bylaws>

## **2.6 Miscellaneous Document Policies**

- All documents will be titled with a description, followed by the most recent date, using the underscore key instead of spaces.
- All documents posted online as final documents will be presented in pdf format only.
- Without exception, the official and final version of all reports, motions and minutes will be the version posted on the University Senate website.



## **Section 3**

# **Communications**

### 3.1 Website Maintenance and History

The University Senate website is provided by the provost office so that the University Senate can publicly communicate its purpose, and roles in the shared governance process. Upkeep of this website is overseen by the Manager of the Senate office, in conjunction with the Provost Communications staff.

1. Website location: [usenate.asu.edu](https://usenate.asu.edu)
2. Content control: Senate staff and Provost Communications staff
3. Primary contact for content: Maria Coca, 480-965-7940
4. Minor edits and updates: Alzira Lopes, 480-965-2222
5. Advanced changes: Margaret Coulombe [margaret.coulombe@asu.edu](mailto:margaret.coulombe@asu.edu)
6. Updates and maintenance: Provost Communications [provostcomm@asu.edu](mailto:provostcomm@asu.edu)

[Click here](#)<sup>8</sup> for relevant resources regarding University Senate website information:

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<sup>8</sup> <https://provost.asu.edu/communications>

## 3.2 Email Communication

### Academic Assembly

This procedure outlines the protocol for sending email to the entire Academic Assembly.

1. All email communication that is sent to the Academic Assembly is sent from the Provost's office under the title of the current Senate President. The Provost's assistant, Rebecca Eisenberg, is the primary point of contact for sending out emails to all faculty and AP's. The secondary POC for assembly wide emails is Elizabeth King.
2. The Senate President is the final authority on what is sent to the provost's office to be emailed to the Academic Assembly. All individuals wishing to email the assembly should secure written approval from the university Senate President, or submit to the manager a communications request who can help in facilitating approval.

Examples of the types of communication that are distributed annually

1. Academic Assembly meeting invitations
2. Monthly Dashboard
3. Faculty president-elect and committee election ballots
4. Assembly election notices
5. Academic Assembly Committee Preference Survey

### Senators

The following procedures are in place to manage the flow of information sent to the senators, and their constituents:

1. The University Senate office will maintain distribution lists for senators on each of the four campuses.
2. The list for each of the four campuses will be shared with the university Senate President. Campus presidents will also be given a distribution list for their particular campus.
3. The Senate President will be the approving authority for email that goes out to the senators on all four campuses. Campus presidents may interact freely with their distribution lists on an individual campus basis but should keep the Senate President informed by including him/her as a "cc" in each email.
4. The Manager of the Senate office may communicate with all senators as needed.
5. Any persons outside of the above noted individuals that wish to communicate with the senators should email a request to either the university Senate President or the manager.

### 3.3 Dashboard

1. The dashboard is distributed in the months of September–April.
2. The draft dashboard is developed by the manager of the Senate, the first week of each month.
3. The manager makes any required edits to the dashboard.
4. Editorial approval is secured from Kevin Kovaleski and the Vice Provost for Academic Personnel.
5. Approval is secured from Kevin Kovaleski and the University Provost.
6. The final dashboard should be emailed to the academic assembly by the second week of the month.
7. The dashboard is uploaded to the Senate website and placed on the webpage that contains archived dashboards for that academic year.
8. [Click here](#)<sup>9</sup> to view dashboards online



**University Senate Dashboard**  
January 2021 edition



**All campuses. One senate. Your voice.**

<sup>9</sup> <https://usenate.asu.edu/blog>

## 3.4 Senator Spotlight

1. The Senator Spotlight is developed monthly from September–April.
2. The manager of the Senate provides suggestions, and requests nominations for spotlight candidates from the UAC.
3. Nominated candidates should be asked in advance if they would like to be spotlighted. The spotlight program is presented as an award, candidates may choose to decline.
4. On a monthly basis a nominated candidate will be selected and approved by the manager.
5. The manager of the Senate will then notify the candidate in writing that they have been chosen as the monthly honoree.
6. The awarding email should be sent to the candidate, with a copy also going to the members of the UAC, the candidate's dean and department chair.
7. The candidate should be allowed a minimum of one week to complete the spotlight questionnaire.
8. Upon receipt of the candidate's information, the specialist of the Senate will edit the document, format it for a web presentation, and post it online.
9. The candidate selected for the monthly spotlight will be included in the next edition of the dashboard, and will also be announced at the next available Senate meeting.
10. The UAC is responsible for ensuring that the spotlight program highlights the diversity of campuses, programs and colleges within the Senate.
11. [Click here](http://usenate.asu.edu/ss)<sup>10</sup> to view Senator Spotlights online.

### Senator Spotlight September 2020

Categories: [Senator Spotlight](#) ([blog-categories/senator-spotlight](#))



This Month's Senator Spotlight is on Kristina Lopez

**What unit do you represent?**  
The School of Social Work (Downtown Phoenix)

**How many years have you served in the Senate?**  
This is my third year as a Senator

**How many years have you been employed at ASU?**  
I have been at ASU for 4 years.

**What other institutions have you taught at before coming to ASU?**  
Prior to joining ASU I was an Assistant Professor at California State University Long Beach (CSULB) in the Social Work department for 3 years. Before then I taught in the Psychology department at the University of Michigan during my PhD program.

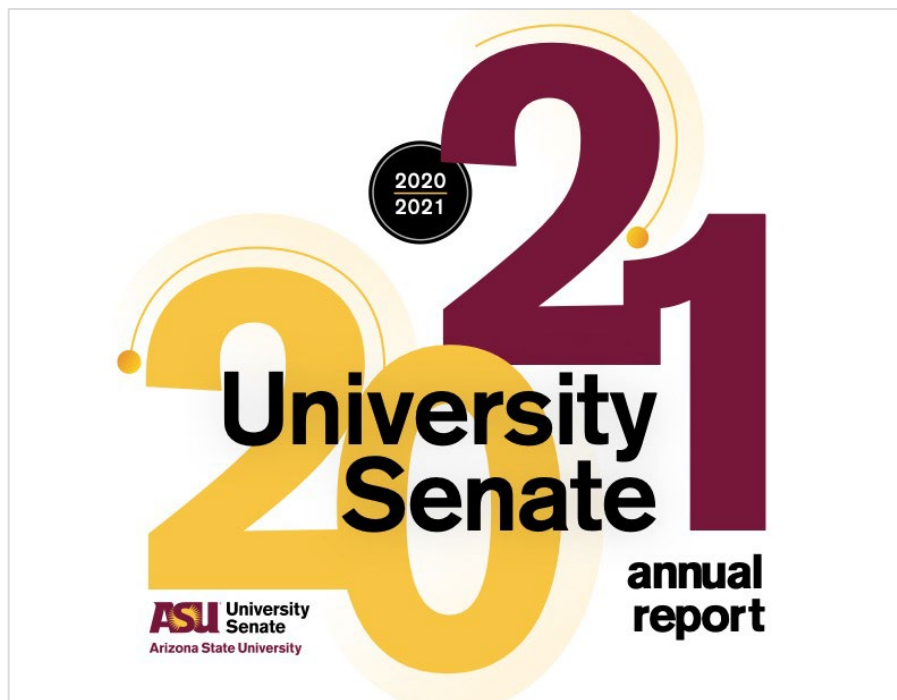
**What is your research and/or creative activities focus?**  
In my work I research disparities in early diagnosis and subsequent intervention services among underserved children with special healthcare needs and families including low-income, limited-education and racial/ethnic minorities with a specialization in Latinx children with autism and childhood cancer. I focus on the impact of developmental disabilities and complex healthcare needs among children on family systems across racial and ethnic groups and socioeconomic levels. I ground my work in a multidisciplinary framework in which I incorporate social work, developmental psychology, and public health disciplines to investigate disparities, ecological and socio-cultural perspectives of family support, developmental disabilities and early intervention.

<sup>10</sup> <http://usenate.asu.edu/ss>

### 3.5 Annual Report

The University Senate annual report document was first developed during the 2014–15 academic year.

1. The University Senate Annual Report is designed each summer to communicate the work accomplished by the Senate in that academic year.
2. The report development is overseen by the Manager who works with the designated point of contact in Provost Communications to assemble the final draft.
3. The report development should start in April and conclude by August 1 annually.
4. Upon completion the annual report is posted on the Senate website and distributed to the appropriate administrators and constituents throughout the ASU community.
5. The report is also provided to the new Senators each August as an educational piece that is included with their new Senator orientation document.



## 3.6 Service Recognition Program

### Recognizing senators and committee chairs to administration

In order to develop a culture at ASU that understands and appreciates the service performed by members of the Senate, the University Senate Service Recognition Program was developed in AY 2013–14. The program is designed to proactively acknowledge the service commitment that members of the Senate have undertaken; helping chairs and directors in their evaluation of faculty and AP service. The program is implemented using the following procedures:

1. Beginning December 1 the University Senate president utilizes the Senate office templates to draft a service recognition letter for the following constituents within the Senate:
  - a. Senators
  - b. Committee chairs
  - c. Committee members
  - d. Senate leadership
  - e. Committee members who serve on a Senate committee, but are not Senators
2. The administrative specialist will personalize each letter and ensure both electronic and hard copy delivery to all parties, no later than December 20 annually. Each letter will be sent to the following administrators:
  - a. Senators: unit chair and the Senator.
  - b. Senate committee chairs and members: unit chair, dean and the committee chair.
  - c. Senate leadership: unit chair, dean and the leadership member.
  - d. Non-Senator Committee members: unit chair and the committee member
3. All hard-copy letters should have an authentic signature from the Senate president.
4. The Manager will develop a service recognition letter for the Senate President and deliver it him/herself to the appropriate supervisor.
5. All email letters should be sent from the Administrative Specialist's email account under the subject line "A message from the University Senate – Service Recognition." Each letter should be attached as a full color scan, including the signature of the Senate President. The following text should be included in the body of the email:

"This email with attachment is being sent on behalf of Title FirstName LastName, University Senate President and Chair of the University Academic Council. A hard copy of the attachment will be sent as well. If someone other than yourself will be completing the performance evaluation for the person indicated in the attachment, please advise the Senate office."

Each letter template should be stored in the Service Recognition Program Electronic folder, and clearly labeled with the academic year that it corresponds to.



## **Recognizing the senate president**

In recent history the Senate has purchased a plaque for the outgoing president of the University Senate. This is a large plaque in the shape of the state of Arizona with the bottom half of the plaque displaying a half gavel.

Traditionally, the manager has requested a member of the UAC to compose the congratulatory statement that is engraved on the top half of the plaque. The vendor utilized for this has been the Trophy Den.

[www.Trophyden.com](http://www.Trophyden.com)

## **End of academic year recognition**

During AY 2013–14 then Senate President Thomas Schildgen established a certificate program to honor the year end service of all committee chairs and campus presidents. This has now been expanded to include Senators, committee chairs, and committee members. The certificate template and printing occurs within the Senate office, utilizing MS Publisher. A blank template can be located on the shared drive, and the text may be updated as necessary (EOY\_Certificate\_YEAR).

Certificates may be hand delivered or mailed, with the final decision being left to the discretion of the current Senate president. All certificates should be hand signed by the current Senate president.



### 3.7 Academic Assembly Receptions

The Academic Assembly reception occurs once each semester, and is typically scheduled on a Tuesday within the first two weeks of each semester's start date.

The event is co-sponsored by the University Senate and the Provost of the University. The Provost of the University provides all funding for the purchase of food, drink and alcohol. The funding provided for this event is not considered part of our standard operating budget, but rather above and beyond our normal operating expenses.

1. The Manager works with the Office of Special Events to reserve the rooms needed at each of the four campuses. Rooms must be reserved all day on the day of the event, and for Tempe the entire day prior to the event. Typical rooms used are:
  - a. Downtown Phoenix campus – Eight/Arizona PBS Studio, Cronkite Bldg
  - b. Polytechnic campus – Cooley Ballroom
  - c. Tempe campus – Carson Ballroom at Old Main
  - d. West campus – La Sala Ballroom in the UCB Bldg.
2. The Manager calls for a planning meeting in late July each year to plan the fall semester event. Primary discussion is on style of event, timelines, Zoom and streaming issues, facility design, equipment rentals and staffing. Key attendees are:
  - a. Events staff
  - b. Provost designee
  - c. UTO staff
  - d. Senate President
  - e. Manager of the Senate office
  - f. Carson Ballroom coordinator
3. Senate office develops the invitation and request from the Special Events office to redesign the RSVP website.
4. An email invitation distribution schedule is established.
5. Invitations are sent to all senators and Senate leadership members as well as academic unit chairs, encouraging attendance and distribution.
6. The Special Events office will provide local campus staffing, assist with menu, secure alcohol permits, collect and organize rsvp's, secure all rental needs, and provide onsite coordination assistance at all sites.
7. In December of each year the manager sends out email communication to all parties notifying them of any changes to the spring event.
8. An in-person spring meeting is optional and at the discretion of the Manager.

9. Day of event

- a. Full video conference check with all campuses by 12 p.m.
- b. Campus president's test at 2:45 p.m.
- c. Reception begins at 3:30 p.m.
- d. Presentation begins at 4 p.m.
- e. Reception resumes at 4:30 p.m.

10. Primary Points of contact

- a. Events: Darci Nagy
- b. UTO: Seth Levine and Antonio Diaz
- c. Carson Ballroom: Maria Symington
- d. Provost office: Rebecca Eisenberg

### **3.8 Faculty and Staff Organizational Fair**

The purpose of the event is to bring awareness to faculty and staff members on campus as to the myriad organizations that are available to them.

1. The event is typically held in September each year in the ASU Memorial Union.
2. The Senate sets up a booth at the event and has informational documents, business cards and candy located on the table for any interested faculty members.
3. The administrative specialist, the manager and the Senate president rotate sitting at the booth to greet people and answer questions.

### 3.9 New Faculty Reception

The Senate collaborates with the University Club and the ASU Bookstore to present a reception for all new faculty members of the institution. The purpose of this reception is to welcome the new faculty members, provide them with an avenue to network with their peers, and educate them on the opportunities that exist within the Senate, University Club and the Bookstore.

The University Senate President serves as the emcee of this event and welcomes all the new members to ASU, provides an overview of the Senate's functions, and introduces the representatives of the ASU bookstore and University Club. The remaining portion of the event is networking and socializing.

#### Details

Estimated Date:	Near the A/B class session split
Time:	~5 to 7 p.m.
Location:	ASU University Club
Costs:	Invitations (University Club) Gifts (Bookstore) Food, drink and alcohol (University Club)

#### Contact names

Deborah Smith	University Club logistics, food and drink
Melinda Alonzo	University Club board president
James Dwyer	Executive Director Aux Services
Val Ross	ASU Bookstore
Lisa Heisler	Invitations, printing and mailing
Deb Clarke	New faculty names and mailing addresses

### 3.10 Holiday Greeting Card Distribution

Annually, the University Senate office will send out holiday greeting cards to a variety of ASU constituents and partners. Details and the execution of this event are noted below

Card printing and mailing	ASU Print and Imaging Lab- Chris Myers
Mailing list development	Senate office
Primary constituent list	Senior administration, deans, chairs, managers, senators and ASU partners.
Time frame	Cards should be mail no later than December 15 annually to ensure delivery before the holiday break.
Mailing mechanism	Cards should be sent via campus mail where possible, and via USPS using barcode postage for external partners.

Cards can be printed via the Print Lab and then sent from the Senate office if required.





## **Section 4**

# **ASU Senate**

## 4.1 Request for Consultation (RFC)

On January 5, 2015 the Manager of the Office of the University Senate presented the request for consultation (RFC) policy to the members of the UAC. After the RFC presentation and group discussion, the UAC approved the policy by unanimous consent. The request for consultation FAQ document can be found [here](#).

A RFC is a request made by any individual, unit, college, school or organization that requests the Senate to evaluate a topic or provide faculty representation to aid in decision-making and policy development. There are two basic types of request for consultation:

1. **Curricular related** request for consultations: these RFC will be submitted formally to the Senate by the Curriculum and Academic Programs Committee and the posted on the Senate website as a formal Senate motion. Motion development can be reviewed in detail by going to Section 4.9.
2. **Non-curricular related** request for consultations: these RFC will be submitted to the Senate in a variety of ways and involve topics that fall within the Senate's purview but do not involve a curricular action. Non-curricular RFC can at times comprise a large percentage of the work that is executed within the Senate. Some examples are noted below:
  - a. **Administrative requests:** search committee representation, summer UAC work, faculty governance interpretations.
  - b. **College/School/Unit requests:** Request for ideas on how to incorporate shared governance concepts within the organization, guidance on bylaw development, etc.
  - c. **Constituent requests:** problems/issues brought to the Senate for review, university-wide service resolution, open forum topics presented at Senate, etc.
  - d. **University committee requests:** faculty interpretations and feedback on university level projects, faculty representation on task forces and ad-hoc committees, committee open forum topics presented, etc.
  - e. **Student requests:** faculty requests for Senate input, joint student-faculty proposals, etc.



## **Non-curricular request for consultation procedures**

1. With the exception of CAPC items and new course proposals, all RFC will be sent to the Senate President with the Manager of the University Senate copied. This includes any RFC that are received by senators, Senate committee chairs, campus presidents or any other person(s) affiliated and/or representing the University Senate.
  - a. Acceptable methods for submitting a RFC are:
    - i. Email
    - ii. Hard copy document via campus mail
    - iii. Talking with the Senate president and/or manager personally.
  - b. All RFC not related to a curricular action or new course proposals will be delegated by the Senate President to the appropriate committee or person to handle the request. The Manager of the University Senate office will serve as the backup for RFC delegation.
  - c. Requests related to curricular actions and new course proposals will be sent to the manager of the Senate only, and placed on an upcoming Senate agenda for review.
2. All RFC will be logged into a tracking document with delegation, status and outcomes listed.
3. All RFC that require a vote of the Senate will be made into a formal Senate motion, either immediately, or after committee review. Those details will be placed online for Senator and public review (as per current practice).
4. If appropriate, responses to RFC will be written by the Senate President with the manager serving as the backup.
5. Any RFC responses developed by the chairs of the Senate committee, that do not require a Senate motion and approval, should be provided to both the Senate President and manager by way of an email or hard copy cc.
6. Committee chairs shall address all RFC in their annual report with final consultative outcomes, whether no action was taken, or if the item needs to be carried over to the next academic year.
7. All outcomes and formal responses will be logged in the master RFC tracking document and available, upon request, for Academic Assembly member review.

## 4.2 General Senate Procedures and Protocols

The following procedures and protocols are utilized to ensure proper communication and transparency is maintained with the faculty member and academic professional assemblies. Exceptions to these standard procedures are allowed and further described in section 4.10 Special Senate Procedures.

1. **First and second readings**

Unless agreed-upon by majority vote of the senators, each Senate motion will be presented for a first reading and second reading. The first reading shall be the public announcement to faculty members and academic professionals that a motion is being considered and that feedback and input on that motion is now being accepted. The second reading will occur at the Senate meeting following the first reading announcement. At the second reading, final discussion/debate on the motion will occur and the motion will be voted upon, tabled or referred

2. **Senate meeting cancellations**

The president of the University Senate, in consultation with the University Academic Council, may cancel any regularly scheduled Senate meeting. If a Senate meeting has to be canceled, the University Academic Council will decide whether provisions should be made to execute an electronic vote on any old business items, or carry those items over to the next scheduled meeting.

3. **Voting**

All Senate meeting votes will take place utilizing clickers that are provided by the University Senate office. The clickers allow each senator to vote only once, with each vote being registered anonymously. In the event there is a failure of the clicker software system the Senate President will advise the campuses to execute a hand vote. If an item that is sensitive in nature is being voted upon the Senate President has the option of asking each campus to execute a secret ballot vote. After each campus has completed its secret ballot, the campus presidents will announce to the Senate President their campus vote totals; the University Senate Secretary will tally the campus votes and inform the Senate President of the outcome. Proxy voting is not allowed by the University Senate, all members wishing to cast a vote must be present in person or send a substitute

4. **Senate meeting speakers**

Any individual or organization wishing to address the University Senate shall make a request to either the Senate President, the campus presidents, the Senate Secretary or a member of the University Senate office staff. All requests will be forwarded to the president of the Senate and he/she, in consultation with the Executive Committee, will make the final decision as to whether that speaker will be added to the Senate meeting agenda. Any/all individuals that show up on the day of a Senate meeting requesting to address the Senate shall be referred to the secretary of the University Senate who, in conjunction with the Senate President, will determine whether the individual will be allowed to address the Senate.

5. **Attendance**

Senators may attend Senate meetings at any of the published locations that is convenient for them but must ensure they sign the appropriate attendance sheet to receive credit for their attendance.

## 4.3 Election of Senators

The master Senate roster is maintained by the University Senate office. Two official rosters are maintained: the first roster is located on the Senate website under the tab titled senators, the second roster is a MS Access database that can be found on the ASU drive under master documents and then master senate roster database. The MS Access database is for internal use only. Outside organizations may request Senate roster information or utilize the website roster.

### Senator election details

1. Annually each February, the manager will query the Senate roster to determine which units will need to hold elections to replace outgoing senators.
2. At the same time the Manager will correspond with all returning senators asking which of them (if any) will be taking a semester or year-long sabbatical during the upcoming academic year.
3. Once the overall replacement needs are determined the manager will correspond with each unit manager, asking him/her to place the senatorial election on their next faculty meeting agenda.
4. Typical deadline for submitting the new senators is April 15 annually.
5. From February–April reminder notices can be sent to all academic units who have yet to notify the manager of the results of their election.
6. After the April 15 deadline the following items should occur:
  - a. Provide upcoming year Senate schedule
  - b. Updating online and internal database
  - c. Email distribution lists
  - d. Senate-wide rosters
  - e. Issuance of the new Senator orientation document
7. Follow-up in early August with any units that failed to hold elections in the spring semester.

## 4.4 Senator Role Description<sup>11</sup>

### Description of service type

University Senator representing an ASU degree granting unit, or a representational unit approved by the Senate.

### Estimated service hours required

50–60 hours per academic year

### Primary role description

- Read and review the new Senator Orientation document
- Prepare for and attend monthly Senate meetings
- Participate on Senate standing committees when requested (see committee member description)
- Develop/secure unit level distribution list
- Provide Senate meeting highlights to unit members after each meeting
- Answer constituent questions and/or bring forward questions/concerns to the Senate or campus President, as appropriate
- Review new course proposals monthly
- Review Senate agenda action items each month, provide feedback, and secure constituent feedback as needed and/or appropriate
- Attend the biannual Academic Assembly Reception

### Support available

- Senate meeting reminders, including agenda and agenda updates
- Senate office staff support
- Google Drive organizational sites (for committee service)
- Meeting space in INTDSB Room 365 and others as requested
- Historical feedback and policy support
- Website for product publication

### Acknowledgements

- Membership displayed on the University Senate website
- Service recognition letter sent to both your dean and unit chair
- Certificate of service awarded

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<sup>11</sup> \* Role descriptions for the Senate President, campus presidents, committee members and committee chairs can be found in appendix I

## 4.5 Tasking Sheet for Monthly Senate Meetings

### Task

- Agenda development Manager
- Questions for iClicker Cullen Williams
- Minutes-Publishable Senate Secretary  
Final Edit by Manager and signed off by the Senate President
- Presiding Officer UAC chair or designee
- iClicker Voting Manager
- Signage and attendance Administrative specialist
- Video Conferencing UTO Staff, noted below.
- Website Posting of Agenda Manager
- Website Posting of Minutes Administrative specialist
- Prep of supporting documents Manager

### Key points of contact

<b>Downtown Phoenix:</b>	Justin McCoy (Manager)	480-727-0649
	Jonathan Parris (UTO)	602-496-1335
	Brent Turner (UTO)	602-496-0329
	Angelica Rodriguez	602-496-1439
	Anthony Sablan	602-496-0339
<b>Polytechnic:</b>	David Hough (Manager)	480-727-1133
	Robert Lane (UTO)	480-727-1237
	Michael Detwiler (UTO)	480-727-1281
<b>Tempe:</b>	Seth Levine (Manager)	480-965-0813
	Antonio Diaz (UTO)	480-965-4657
	Shayne Pomrenke	480-727-9045
	Cullen Williams	480-965-2947
	(iClicker Support)	
<b>West:</b>	Josh Ivanov (Manager)	602-543-8272
	Derek Colo (UTO)	602-543-8036
	Carolina Gastelum	602-543-2904
	Mark Abril	602-543-8295
	Damian Gonzalez	602-543-9803 (Deskside Support)
<b>Technical Contacts</b>	Carlos Urrea (Manager)	
	Melissa Gettys,	

## 4.6 Traveling Senate Meeting Details

The following information is a tasking sheet indicating job functions when a Senate meeting is hosted by a campus other than the Tempe campus. Procedures are subject to change, based on leadership decisions annually.

### Host meeting locations

Downtown Phoenix campus

Polytechnic campus

Tempe campus

West campus

### Traveling contingent

Senate President: Presiding officer, overall

Senate Secretary: Minutes and attendance check

### Tempe contingent

Tempe President: Presiding officer, Tempe

Manager: Computer screen, voting, logistics

Admin Specialist: Attendance, sign placement

### Hosting campus contingent

Campus President: Overall event logistics oversight

Virtual Conferencing Prep: UTO manager and techs on-sight.

Facilities support and Prep: Manager and local support staff.

## **4.7 Agenda Development-Senate**

1. No later than Wednesday prior to an Executive Committee meeting the Senate Manager finalizes the draft Senate agenda. This draft document includes old business, new business, and any known speakers that will address the Senate.
2. The Senate President reviews and approves this draft document, no later than Friday by 12 noon of that same week.
3. Friday afternoon, before the Executive Committee meeting the Manager (or designee) sends a meeting reminder to all the committee members along with the draft agenda.
4. At the Executive Committee meeting the draft document is discussed and edited to accommodate the committee's desire for presentation at the upcoming Senate meeting.
5. Tuesday after the Executive Committee meeting, the Manager makes all final edits to the Senate meeting agenda, and posts it on the University Senate website.
6. Once posted, a note is sent to the senators that the agenda is now available for review on the Senate website.
7. A Microsoft Word document of the agenda is sent to the secretary of the senate, president and administrative specialist for their internal use.
8. Friday prior to the actual Senate meeting a meeting reminder is sent to all senators with the hyperlink location to the final Senate meeting agenda.
9. Senate agendas are not provided at Senate meetings, nor are MS Word or PDF versions sent out electronically.

### **Document storage**

1. Executive Committee agendas that are reviewed are located in the UAC Google Drive
2. Final Senate agendas are located on the University Senate website
3. MS Word versions of the Senate meeting agenda are kept on the Senate Manager's s-drive network space.

## 4.8 Videos-Senate

1. The primary point of contact for Senate meeting videos is Seth Levine in UTO.
2. After each Senate meeting, the video is uploaded to the Senate YouTube channel
3. The video is embedded into the Senate video webpage.
4. Annually, the videos are archived under a new hyperlink so that only the current year videos are displayed on the main page
5. All videos are archived in the ASU Senate network space in the master video storage file.
6. [Click here](https://usenate.asu.edu/videos)<sup>12</sup> to see all Senate videos online.

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<sup>12</sup> <https://usenate.asu.edu/videos>



## 4.9 Motions-Senate

All action items that are reviewed by the Senate must be developed into a formal motion, numbered, and posted on the Senate website.

1. The Manager of the University Senate office (or designee) will ensure all motions placed online for Senate consideration are numbered properly and reflect the material provided by the motion originator.
2. For committee motions, the complete and final draft of the proposed motion is sent to the Manager, who will format the information into a suitable motion.
3. After any required approvals, the motion will be numbered, and placed sequentially onto the Senate website.
4. All supporting documents provided by the originator are converted into PDF form, uploaded, and placed online within the body of the Senate motion.
5. Once a Senate motion is numbered it becomes the property of the Senate, and all future edits to the motion must go through the Senate office.
6. The motion is added to the relevant new business section of the upcoming Executive Committee meeting or Senate meeting.
7. Senate motions that come from the Curriculum and Academic Programs Committee are due on Thursday prior to each Executive Committee meeting. New course proposals are due 14 days prior to each Senate meeting.
8. New course proposal motions are uploaded to the website and sent immediately to the senators with a memo stating that this is the 1 read of these new course proposals.<sup>13</sup>
9. After each Senate meeting, the Senate website is edited to indicate whether each motion was approved or not approved.
10. The Senate motion voting results are developed by the director and transmitted by the University Senate president to all relevant parties after each monthly meeting. Curricular motions are contained on one transmittal, while committee motions will be transmitted individually on their own transmittal form. See transmittal process for more information.
11. After an administrative decision is made on each motion, the website is edited to indicate whether the motion was approved, not approved, implemented, etc.
12. Any reply memos or administrative feedback should be converted into pdf format and uploaded to the website in the body of the online motion. Provost transmittal replies to non CAPC motions are hyperlinked to the Admin action column on the Senate website.
13. IMPORTANT-The website version of Senate motions takes precedence over all other versions in any format.
14. [Click here](#)<sup>14</sup> to see the current year Senate motions.

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<sup>13</sup> New course review procedures background.

[https://usenate.asu.edu/sites/default/files/attachments/Documents/687/university\\_senate\\_new\\_course\\_review\\_procedures\\_12-1-2013.pdf](https://usenate.asu.edu/sites/default/files/attachments/Documents/687/university_senate_new_course_review_procedures_12-1-2013.pdf)

<sup>14</sup> <https://usenate.asu.edu/senate-meetings/2021-2022>

## 4.10 Special Senate Procedures

To ensure the Senate is responsive to administrative urgencies, and the challenges presented by market forces, the University Senate leadership has adopted the following practices.

### Electronic first readings

The purpose of the first read is to publicly announce to the senators that a motion is pending. Missing the cutoff date for a first read means a delay of at least one additional month. Sympathetic to this concern and in cases of urgency, the Senate will allow for motions to be distributed to the senators for a first read via email. The president of the Senate will be responsible for determining if the item(s) are urgent enough to utilize the electronic first read option. If utilized, these electronic first reads should be sent no sooner than 10 days prior to the next Senate meeting. All electronic first readings should be noted in the University Senate motions website, as well as in the Senate meeting agenda. A google drive devoted to electronic discussion may be utilized if senators need to be referred to work that has been accomplished on a specific motion.

### Winter break

To accommodate time sensitive/urgent motions over the winter break, an electronic vote may be issued for agenda items listed as a first read at the last Senate meeting of the fall semester. Winter break voting should be used sparingly, and only for the most critical time sensitive issues. Winter break voting may only be approved by the current University Senate President, in consultation with the UAC.

The method of voting will be via a secure online voting system (Qualtrics, Survey Monkey, etc) and setup in such a way that only senators are able to vote and may vote only once. Voting shall remain open for at least three days. In order for a motion to pass, there must be a majority of the total number of Senate voting members indicate yes to the pending motion. The use of the electronic voting procedures will be posted on the University Senate motions website, along with the date the vote was finalized. See Senate motions 2014-15 [43](#) as an example. At the conclusion of the electronic vote a screenshot of the outcome will be taken, scanned as a pdf and placed inside the motion(s) on the Senate website.

## 4.11 New Course Review Process

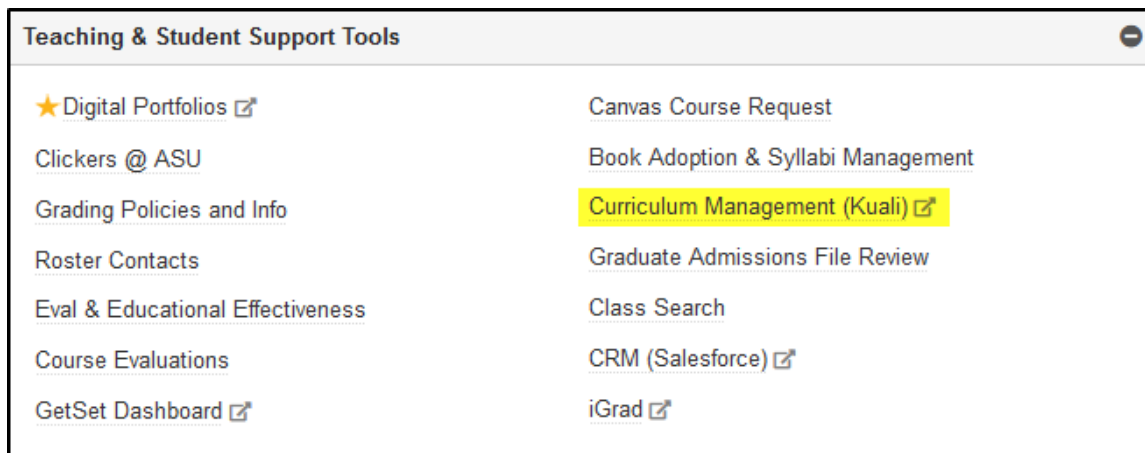
### Viewing Proposals for Senate and CAPC Review

With an active Kuali Curriculum Management (Kuali CM) account, you can log in with your ASU single sign-on. If you cannot access Kuali Curriculum Management, contact the Senate office.

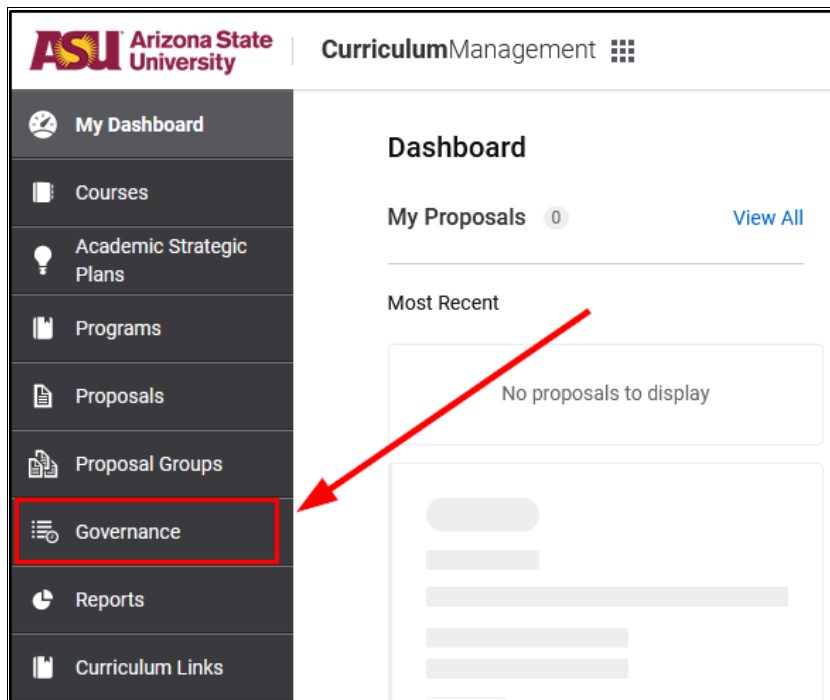
There are two ways to access the curricular proposals ready for Senate or CAPC review.

The preferred method is to follow the provided URL directly. The Senate Office provides the link to Senators for the Senate meeting. The CAPC website agenda includes its respective link.


The second method is to navigate to Kuali CM from My ASU. Under the "Teaching & Student Support Tools" box, click on "Curriculum Management (Kuali)".





Once in Kuali CM, a black sidebar is available for navigation. Click on Governance.





Click on the appropriate meeting and date.



**Arizona State University**


**CurriculumManagement**



 My Dashboard


 Courses


 Academic Strategic Plans


 Programs

 Proposals

 Proposal Groups

 **Governance**

 Reports

Title
<b>Senate 08/30/21</b> 
CAPC 09/02/21
Senate 09/27/21
CAPC 09/30/21
Senate 10/25/21

The page is split into two sections and lists all proposals (programs and courses) ready for review.

The first section contains proposals to change existing programs or academic structure.

To view the details of these proposals, click on the blue links.

Senate 08/30/21

**Meeting**  
Senate 08/30/21


**Date**  
08/30/2021

**Time**  
3pm-5pm

**Attendees**

**Attachment(s)**

**Proposals to Change Existing Programs or Academic Structure:**

Name Change of an Undergraduate Degree  
From: Exercise and Wellness  
To: [Clinical Exercise Science](#) 

Name Change of a Graduate Certificate  
From: Corrections Management  
To: [Corrections Leadership and Management](#)

**Proposals in this section open in the same tab by default.**

The entire proposal can be viewed by scrolling through the form. If the proposal wasn't opened in a new tab, click the back button in the browser to return to the previous page.

Select the Curricular Action		
Select the type of change request you would like to make. Name changes, disestablishments and changes to academic organizational codes must be approved on the academic plan before submission of this form. Contact CurriculumPlanning@asu.edu with any questions. For graduate program requirement changes, please visit the <a href="#">graduate change forms</a> .		
<b>Change Type *</b> Name Change		
<b>College/School *</b> College of Health Solutions (CHL)		<b>Department/School *</b> College of Health Solutions (CHL)
<b>Is a program fee required?</b> No	<b>Program Type *</b> Degree	<b>Academic Career *</b> Undergraduate
<b>Program Name/Major *</b> Please include the major with the concentration in parenthesis (if applicable). Exercise and Wellness	<b>Degree Type *</b> (PhD, BA, BS, MFA, MARCH, etc.) BS	<b>Plan Code *</b> ECXERBS

**The second section contains proposals to establish new programs and courses.**

Program proposals are displayed first, followed by course proposals. To view a proposal, click on the blue link in the "Code" column.

(Please note that there is a bug in the Workflow Step column that does not always reflect the current workflow step of the proposal.)

Senate 08/30/21				
Proposals to Establish New Programs and Courses:				
Code	Title	Type	Workflow Step	
<a href="#">Film and Media Production</a>	Film and Media Production	Program	Senate 2nd Reading, University Senate   Under Review	
<a href="#">Master of Project Management (MPM) in Project Management</a>	Master of Project Management (MPM) in Project Management	Program	Agenda Preparation, Provost's Office (Programs)   Under Review	
<a href="#">Juvenile Justice</a>	Juvenile Justice	Program	Senate 2nd Reading, University Senate   Under Review	
<a href="#">Legal Issues in in Criminal Justice</a>	Legal Issues in in Criminal Justice	Program	Senate 2nd Reading, University Senate   Under Review	
<a href="#">Philosophy, Politics and Economics</a>	Philosophy, Politics and Economics	Program	Senate 2nd Reading, University Senate   Under Review	
<a href="#">CHS 400</a>	Adaptive Exercise Program Practical Experience	Course	Senate, University Senate   Under Review	
<a href="#">ENG 110</a>	Approaching Big Problems	Course	Senate, University Senate   Under Review	
<a href="#">ENG 300</a>	Your Degree in the World	Course	Senate, University Senate   Under Review	

These proposals open in a new tab by default. Once opened, the true, current workflow step displays at the top. The history of the workflow and future workflow steps can be viewed by clicking on "expand" at the upper right of the workflow status.

CHS 400 | Adaptive Exercise Program Practical Experience

Proposal Information

Workflow Status

In Progress

Senate, University Senate

Waiting for Approval | Senate Liaison

☐ ASU Admin

expand ▲

Request Details

Justification for Request

Program Director has developed CHS 400 as an additional experiential course option for College of Health Solutions students. This course was successfully offered as a special topic CHS 494 Adaptive Exercise Program Practical Experience.

Underneath the workflow status is the entire proposal. You may navigate through the details of the proposal by using the scroll bar, or by jumping to specific sections by clicking the links in the Table of Contents on the right-hand side.

CHS 400 | Adaptive Exercise Program Practical Experience

Under Review | Fall 2022

Request Details

Justification for Request

Program Director has developed CHS 400 as an additional experiential course option for College of Health Solutions students. This course was successfully offered as a special topic CHS 494 Adaptive Exercise Program Practical Experience.

Course Type

ASU Course

ASU Course Details

College/School

College of Health Solutions (CHL)

Department/School

College of Health Solutions (CHL)

Requested Effective Term & Year

Fall 2022

Subject Code

CHS

Number

400

Comments 0

Print

Audit Log

Table of Contents

Proposal Information

Request Details

ASU Course Details

Course Grading and Component(s)

Repeat for Credit

Omnibus History

Degree Requirement

Enrollment Requirements

Crosslisted Courses

Dependencies

Course Information

Course Offerings

Instruction Modes

Topics

Attachments

Syllabus

While Comments are available, please be aware that they cannot be edited or deleted, and they remain on the proposal forever.

After reviewing a proposal, close the tab to return to the previous page.

## 4.12 Transmittal of Approved Senate Motions

Senate motions, approved by the Senate will be sent to the Provost's (or other relevant administrator's) office within three working days after the Senate meeting has concluded. The method for this transmittal will be as follows:

1. Develop original transmittal sheet(s)
  - a. One sheet listing all CAPC motions and new course proposals, as noted on the senate agenda, with hyperlinks leading to each individual motion.
    - i. Print sheet and get senate president signature.
  - b. One sheet per non-CAPC motion, with a hyperlink to the motion.
    - i. Print sheet and get senate president signature
  - c. Scan all sheets onto the computer and any required attachments that are being included.
    - i. Save the scanned version (with signature) in the Master Transmittal file on the shared drive under the appropriate year. (Do not save unsigned originals in this folder).
    - ii. Title each document scanned, in the following way,
      1. 2021-XX\_senate\_transmittal\_10-23-2021 (dates should be the date of the senate mtg).
2. Develop an email that contains an exact duplicate of each original transmittal sheet placed in the body of the email, ensuring all hyperlinks are directed to the proper motion. Attach the signed and scanned transmittal sheet to this email.
3. Send the email ready transmittals to the current Senate President.
4. The Senate President, with assistance from the Manager, will send the transmittal sheets to all relevant senior administrators.
  - a. To line: Provost of the University and any other required Senior Leaders
  - b. CC line: Maria Coca, Philip VanderMeer, Deborah Clarke, and Kimberly Demarchi (OGC).
5. Print a copy of the signed email transmittal and secure in the appropriate academic year binder
6. Print a copy of the email and place it in the transmittal binder with the appropriate motions.
7. Save an electronic copy of the transmittal email in the master transmittal file on the network space.
8. Any provost or presidential response should be placed in the following locations.
  - a. Printed copy in the transmittal binder near the original transmittal sheet.
  - b. Electronic copy in the shared drive folder titled: Admin responses to transmittals.
9. The manager will post all final administrative decisions/responses online in the body of the respective motion as warranted.

## 4.13 Minutes-Taking and Reporting

### Senate meetings

Writers:	Published minutes-Senate Secretary
Edited:	Maria Coca, final version-approved by the Senate President or designee.
Available:	Within 14 days after the Senate meeting, posted on Senate website.
Format:	Narrative 3 <sup>rd</sup> person objective format that includes a bold indication of the major components required by the constitution and as noted by legal counsel (see Appendix A). Page format will be identical to 2014–2015 versions available on the Senate website.

### University Academic Council

Writers:	Senate Secretary
Edited:	No editing required
Available:	No later than 14 days after the meeting available to Senate and Academic Assembly (per Constitution).

### Executive committee

Writers:	Senate Secretary, Philip VanderMeer
Edited:	No editing required

### Senate committees

Writers:	Appointed by committee chairperson
Edited:	Internally
Available:	Information should be relayed to the Senate as needed throughout the year. Minutes are stored in google drive as appropriate. Annual reports are required of all Senate committees.



## 4.14 Senate Calendar Development

### UAC Executive Committee and Senate Meetings

The Senate Calendar should be developed ~six months prior to the start of the upcoming academic year.

The process used to establish the calendar is outlined below

1. Recent history has the Senate hosting eight meetings per year (four each semester).
2. Typically, the Monday prior to the first day of classes is the first UAC meeting, followed by the next Monday with the Executive Committee meeting and then Senate #1.
3. The Academic Assembly meetings are typically scheduled within two week after the start of the semester.
4. So that adequate time exists each month for committee and UAC work to be completed it is best to proceed from Senate #1 through the end of the year with the following sequence.

Senate → off week → UAC → Executive committee → Senate → off week and repeat

5. Cross check dates with the major holiday calendar, academic calendar, final exam schedule and major religious holidays.
6. Once dates have been cross checked, obtain presidential approval to proceed.
7. Rooms in use will vary from year to year. As of Fall 2021 the following rooms were used:

Campus	Meeting	Location	Point of contact
Downtown Phoenix	EXCOM/SM	UCENT 282	Sandra Chavez-Lopez via A. Diaz
Polytechnic	EXCOM/SM	PICHO 152	Lisa Frank via Kathy Tibbetts
Tempe	EXCOM	INTDSB 365	Senate office Admin. Specialist
Tempe	Senate meetings	EDC 117	Carrie Bauer via Kathy Tibbetts
West	EXCOM/SM	FAB-S101	via Antonio Diaz
<b>ALL UAC meetings are held at the Tempe campus in Interdisciplinary B, room 365</b>			

8. Once rooms are confirmed then a Zoom link is submitted to Antonio Diaz at [adiaz@asu.edu](mailto:adiaz@asu.edu).
9. Once rooms and a Zoom link is confirmed then the schedule should be released:
  - a. Internally to the President's office, Provost's office and CAPC.
  - b. UAC.
  - c. All senators and on the University Senate Webpage.

## 4.15 Leadership Orientation

The Senate will annually host a leadership orientation. This event should be held at the earliest possible time during the fall semester. This orientation meeting will be for all Senate committee chairs, and newly elected campus president-elect. The primary purposes of the orientation are:

1. Educate, motivate and inspire chairs regarding the impact that they can have while serving on the Senate.
2. Discuss leadership and how it impacts Senate efficiency and effectiveness.
3. Educate all chairs and presidents as to the resources available to them to conduct business.
4. Review all Senate processes, procedures and protocols.
5. Discuss business items, projects and goals for the upcoming year.
6. Charge attendees to be proactive and work to make a difference in their positions.
7. Ask committee chairs to evaluate their members and be prepared to offer a nomination for committee chairperson for the following year.

Location: Typically, the University Senate Conference room, but can be done anywhere.

Options: Can be treated as a retreat or a lunch meeting and provide a meal, snacks, beverages, etc.

## **Section 5**

# **Committees and Meeting Support**

## 5.1 Committee Structure and Relationships

Committee Name	Type of Committee	Reports to Advisory to	Codification History	Roster Makeup***	How Staffed
Academic Professional Grievance Committee	Senate Standing	Senate and President/Provost	Senate Bylaw I	7 Regular members	Elected by campus assemblies
Committee on Academic Freedom and Tenure	Senate Standing	Senate and President/Provost	Senate Bylaw I	2 Downtown Phoenix, 2 Polytechnic, 6 Tempe and 2 West	Elected by campus assemblies
Committee on Committees	Senate Standing	Senate and President/Provost	Senate Bylaw II	7 Senators + 1AP with representation from each campus	C on C Noms, Senate ratification
Curriculum and Academic Programs Committee	Senate Standing	Senate and President/Provost	Senate Bylaw II	1 elected member from each Dean led college/school	Senate office request for college election
Digitally Enhanced Teaching and Learning	Senate Standing				Appointed by UAC Chair
Executive Committee	Senate Standing	Senate and President/Provost	Senate Bylaw II	UAC members, standing committee chairs and parliamentarian	UAC-elected, Chairs-appointed
General Studies Committee	Provost	Senate and Provost	SM motion in 1985	Representation from ASU colleges/schools, 3/4 faculty*	Provost appointment utilizing C on C info
Governance Grievance Committee	Senate Standing	Senate and President/Provost	Senate Bylaw I	2 Downtown Phoenix, 2 Polytechnic, 6 Tempe and 2 West	Elected by campus assemblies
Grievance Clearinghouse Committee	Senate Standing	Senate and President/Provost	Senate Bylaw I	Active chairs of CAFT and GGC	Chair TBD by the UAC annually
Library Liaison Committee	University Senate	Senate and University Librarian	SM 2011-14	Minimum 4 AA members and Chair-elect of Librarians Assembly	Appointed by Sen, President
Personnel Committee	Senate Standing	Senate and President/Provost	Senate Bylaw II	12 Senators + 1 AP with representation from each campus	C on C Noms, Senate ratification
Research and Creative Activities Committee	Senate Standing	Senate, Provost and OKED	SM 2009-15 and 2016-29	9 AA members (3, must be Senators) and 2 OKED appointees**	Appointed by Sen. Pres. Consulting/OKED
Student Faculty Policy Committee	Senate Standing	Senate and President/Provost	Senate Bylaw II	11 Senators with representation from each campus	C on C Noms, Senate ratification
University Academic Council	Senate Standing	Senate and President/Provost	Senate Const. Article II	President, President-elect and Past President of each campus	Elected by campus Assemblies**
University Services and Facility Committee	Senate Standing	Senate and President/Provost	Senate Bylaw II	11 Senators with representation from each campus	C on C Noms, Senate ratification
University Laboratory Safety Committee	University	President/Provost	Senate Motion 2014-67	University-wide; President of Senate and Director ex Officio	EHS and OKED

\* See General Studies Bylaws for further membership requirements.

\*\* Academic Assembly

\*\*\* See the online roster for additional membership requirements

## 5.2 Committee Chairs\*

The chairperson for a committee is a very important leadership role within the Senate. Because the majority of Senate work is accomplished within the committees, it is very important that each chairperson understand the role so that it can be executed effectively.

The typical work load is higher for committee chairs than it is for a normal member of a committee. However, utilizing the available resources, delegating, and staying organized each committee chairperson can be very successful. Below is an overview of the expectations and resources available to committee chairs.

### Expectations

1. Prior to September 30 annually, the committee chair, with support from Senate staff, should establish an introductory face to face meeting with all of its members.
2. Select a vice chair to serve in the absence of the chair and to be considered by the Senate President – elect as possible chair for the following academic year.
3. At the first meeting of the year the following subjects should be discussed.
  - a. Set a standing meeting time and date for the academic year.
  - b. Establish a system for ensuring notes are kept at each meeting.
  - c. Review the prior year committee annual report.
  - d. Discuss any issues carried over from the previous year.
  - e. Review any current issues for consideration.
4. Committees will be asked to respond to request for consultations (RFCs) that are presented to the committee by the Senate President, director or the UAC. When provided with a RFC it is expected that you will have a system developed so that you can act/react to issues in a timely manner.
5. When not presented with Senate RFCs, committee chairs are expected to proactively develop issues to review. This can be done by polling members, talking with peers, and also by maintaining relationships with corresponding University level committees. The Senate President and/or director of the Senate office are available to discuss University committees that chairs should consider monitoring.
6. Committee chairs will be asked to make periodic oral reports to the Senate to keep them apprised of the work being accomplished.
7. Committee chairs are required to develop a written annual report that will be presented and archived on the University Senate webpage.
8. Chairpersons for one of the following Senate standing committees are also an automatic member of the University Senate Executive Committee
  - a. Committee on Committees
  - b. Personnel Committee
  - c. University Services and Facilities Committee
  - d. Student-Faculty Policy Committee
  - e. Curriculum and Academic Programs Committee
  - f. Research and Creative Activities Committee
  - g. Digitally Enhanced Teaching and Learning

## Resources

1. This is an overview of the support that can be provided by the University Senate office.
  - a. Google drive sites for document storage.
  - b. Meeting space in INTDSB room 365 or other rooms as requested/needed.
  - c. Teleconference lines and Zoom conference meeting capabilities.
  - d. Parking vouchers (committee meetings only)
  - e. Assistance in setting/scheduling meeting times and dates.
  - f. Access and administrative support to utilize Qualtrics survey software.
  - g. Guidance on utilization of Zoom video conferencing for conducting meetings.
2. The Manager of the University Senate office will provide historical, policy and project related background as needed/requested.
3. The University Senate website is available for publicizing documents, reports and any other announcements.

## Acknowledgment

In recognition of the service commitment as a committee chair for the University Senate, we annually provide the following.

1. A letter of commendation is sent in December to both the dean and department chair outlining the work being performed, and substantiates the time commitments required to perform in this University level service position.
2. Year-end commendation of service certificates are presented to all Senate members.

\*See appendix I for the detailed committee chairperson role description sheet and service hour estimates.

### 5.3 Senate Conference Room - INTDSB Room 365

In order to provide a dedicated conference and meeting location for the University Senate, the UAC and all of its related committees and task forces, the below noted policy for scheduling INTSD B Room 365 is to be utilized.

1. The below noted groups are considered eligible to make reservations directly with the Senate administrative specialist by contacting Alzira Lopes, at 480-965-2222 or by email (Alzira.Lopes@asu.edu).
  - a. UAC Members
  - b. University Standing Committee Chairs
  - c. Task Force Chairs
  - d. CAPC Chair
  - e. Grievance Committee Chairs
2. Individuals wishing to request use of the conference room for activities unrelated to the University Senate should send an email request to the administrative specialist, who will consult with the director of the Senate office for consideration.
3. The calendar for the conference room is managed by the administrative specialist, and any requests sent directly to that room will be declined and an auto-reply will be sent to the requestor indicating that all requests should go to the administrative specialist.
4. Food is only allowed by organizations noted above in section #2. However, special requests by outside parties can be sent to the director of the Senate office for consideration.
5. Within the ASU Senate, reservations are made on a first come first serve basis with these two exceptions:
  - a. If all other avenues have been exhausted, the CAFT and/or GGC Committees have the right to displace previous reservations in order to secure a suitable hearing time and date for all parties.
  - b. The University Senate president at his/her discretion may ask that an existing reservation be moved to accommodate a serious or urgent University matter.

## 5.4 Meeting Support

For all senate related meetings.

1. Send meeting requests dates and times to the Senate office administrative specialist.
2. If requesting a Zoom, please make that known in the request email.
  - a. The administrative specialist can, at your request, send out a meeting invitation via Outlook to all attendees that includes Zoom and other pertinent information.
3. Zoom conferencing are also available and the Senate office can help assist with the details/requirements.
4. Room to room video conferencing is available on a limited basis, and must be requested well in advance, and is subject to room availability at the desired locations.
5. Currently, we are assisting with all Senate committee and task force meetings. We are unable to coordinate meetings and events unrelated to Senate business, unless a special request is made and approved by either the Manager of the Senate office or the University Senate president.
6. If photocopies are needed for a meeting, a request, in advance, must be sent to the Senate administrative specialist. Copying service is only available for Senate related committees.



## 5.5 Grievance Committees

### Grievance Committees Supported by the Senate Office

1. Grievance Clearinghouse Committee
2. Committee on Academic Freedom and Tenure
3. Governance Grievance Committee
4. Academic Professional Grievance Committee

In the grievance orientation hearing held on 10-24-2010 by Cynthia Jewett from the office of ASU General Counsel, the Senate office role in handling grievances is noted below:

1. Physical location of all grievance files.
2. Act as a mail drop location.
3. Serve as a distribution center for grievance related correspondence.
4. Provide office support to grievance committees.
5. Assist with logistics in handling and hearing cases.
6. Assist with the tracking of timelines and outcomes.

### Grievance work details

1. The administrative specialist acts as the assistant to all committee chairs, aiding and facilitating communication and serving as office support for all related activities that occur with the committee members, committee chair, grievant(s) and respondent(s).
2. The Manager of the University Senate office will provide new grievance chairs an orientation on services provided by the Senate office. The Manager will also provide oversight and backup to the Senate office responsibilities for managing all grievance documents and communications as well as provide policy interpretations and historical procedures as needed.

Current year master grievance files are maintained in INTSDB Room 361, in the front office file cabinet, electronic versions of these files are held on the University Senate network location. Archived grievance file location is INTSDB Room 363A in the University Senate President's office, back office lateral file cabinet.

3. The Senate office maintains a Dropbox account to securely share files with the committee chairs and outside counsel, as needed. All committee members and chairs must utilize the Dropbox account to receive case files.
4. Per both ASU general counsel recommendation, and CAFT/GGC counsel recommendation, grievance hearings are recorded by a University Technology Office (UTO) staff member. The UTO member responsible for recording a grievance hearing will certify the authenticity at the conclusion of the hearing by signing the certification of hearing recording document. (Per ASU Counsel, CAFT/GGC Counsel). Confirmation of this agreement to have UTO sign this certification is held with the manager.

5. The master tracking database contains a record of grievances filed, their status and committee outcomes. This document is located in the University Senate share drive location under the folder titled master grievance cases, master grievance tracking database. This database is to be kept up to date in real time.
6. Grievance cases are numbered using a number/letter formula. The number corresponds to the latest year of each school year and the letter indicates the specific case, i.e. the first grievance filed in the 2021–2022 school year would be numbered, 2021-A, the second one 2021-B...
7. The cutoff date for numbering grievances cases is the last contract date for faculty, which is May 15 annually. As example, a grievance submitted on May 15 would be 2021-C (or whatever letter was next) and a grievance submitted on May 16 would be 2022-A.
8. The Committee on Academic Freedom and Tenure, the Governance Grievance Committee and the Academic Professional Grievance Committee are provided an attorney to provide outside legal counsel. Committee chairs are encouraged to communicate liberally with this outside counsel to ensure correspondence and hearings are executed in a professional and legal way.
  - a. Current Faculty Grievance Attorney: Kate Baker
9. The manager will provide periodic updates to both the Vice Provost for Academic Personnel and the Office of General Counsel as to the anticipated caseload of grievances that are being tracked.
10. Individuals who enter INTSDB Room 361 wishing to file a grievance should be asked to submit a Grievant Services Request form and a Grievance Supplement form. These forms can be found at on the Senate website at this location, <https://usenate.asu.edu/gsr> . The individual wishing to file the grievance should type into these documents, print them and deliver them to the Senate office as directed in ACD 509-02. Electronic submissions to Senate Manager are also accepted.
11. Individuals, upon request, may use the Senate office computer to complete their documents and print them for submittal.
12. Regardless of how the grievant request form is developed, alternate forms provided by the grievant should be accepted if they have been prepared in advance.
13. See Appendix E, F and G for the Grievant Services Request Forms.
14. If a transcriptionist is utilized at a grievance or dismissal hearing the following individual can be contacted
  - a. Glennie Court Reporting, [\(602\) 266-6535](tel:6022666535)

## **Additional Grievance Details**

Per a leadership meeting held on March 26, 2014 the following additional grievance expectations were confirmed, or reconfirmed by all parties in attendance:

### **Meeting attendance**

Current Chair of CAFT  
Current Chair of GGC  
Current Senate President  
Current Senate President-elect  
Senate Office Manager  
Vice Provost of Academic Personnel  
Office of the General Counsel

1. Detailed and face to face grievance orientations will continue with the OGC, outside counsel and the current committee chairs.
2. Establishing a Google Drive site that would contain all needed orientation materials for committee members would be utilized for committee members to become oriented to committee requirements and expectations.
3. Electronic signatures of final reports were approved.
4. Committee chairs agreed to follow the standard template for the final hearing report and ensure the report is robust and thoroughly explains how the committee came to its conclusions.
  - a. Kate Baker will establish a template
  - b. Summary of all testimony is not required per Barry Ritchie
5. To ensure better committee continuity, the Senate will begin instituting vice-chairs (or chair-elects) for the grievance committees whenever possible.
6. The Senate office will send the full record, including the hearing recording, to the president's office after the final committee hearing report is transmitted.
7. The committee will consider blocking out possible hearing dates at the beginning of the year.

## 5.6 Guidelines for representing the Senate on university committees

### **To be provided to individuals not currently serving on the Senate who are selected to represent the Senate on university (or other) committees**

As a faculty member you have a unique ability to look at problems, processes and solutions from a perspective that only an active faculty member can provide. There are a few items to consider when representing the University Senate on an assigned task:

1. Your role is to represent the faculty and/or academic professional perspective in whatever topic you may be engaged. When participating on committees, task forces, or search committees be sure to think closely about perspectives that other members, or administrators may not be aware of.
2. Typically, the Senate is involved on projects that pertain to colleges, schools and/or the entire university. Understanding this, it is important for you to provide feedback with a big picture mentality in mind. You'll want to utilize your unit level knowledge, but it will be important that you think about the big picture impact, and not just the impact on your local unit.
3. Depending on your assignment, we would like for you to provide the University Senate president and the Manager of the University Senate office periodic updates as to the progress of your assignment.
4. Any final decisions, reports or other publications should be forwarded to the Senate office so that they can be properly filed, implemented and/or archived.

Thanks again for your willingness to participate in the shared governance opportunity here at Arizona State University. If you have any questions, please feel free to contact the current University Senate president, or Maria Coca, Manager of the office of the University Senate.

## **5.7 Miscellaneous Committee Guidelines**

### **Taking meeting minutes/notes**

The chairperson is responsible for ensuring that an individual is selected each meeting to take minutes/notes.

### **Meeting document storage requirements**

All agendas, meeting notes, research and reports should be stored in the University Senate Google Drive space assigned to that committee.

### **Quorum**

Each committee shall have a quorum of 50% +1 in order to approve any action items within the committee. The chair of the committee may elect to utilize the electronic voting, when this option is utilized the same quorum requirements are to be adhered to. Proxy voting is not allowed. Votes by chair approved in-person substitutes are allowed.

## 5.8 University Committee Collaborations

In adherence to the University Senate Constitution, Senate committees should monitor and stay abreast of issues being explored in peer University level committees. Equally important, University level committees should request consultation from University Senate standing committees on topics relevant to faculty members and academic professionals. When consulted by University level committees, the Senate will explore the request for consultation, providing a timely faculty and academic professional perspective and recommendation, if appropriate.

During the 2016–17 academic year a Senate ad hoc committee was constituted to review each of the University level committees. The Senate office transmitted the ad hoc committee results and recommendations to the University Provost on February 16, 2017. In addition to the established communication between University committees, the ad hoc committee recommended exploring contact with the following committees each academic year.

### **Request annual reports from the following committees**

- Commission on the status of women
- University Promotion and Continuing Appointment Review Committee
- University Promotion and Tenure Review Committee
- IT Leadership Council
- General Studies Council
- Public Safety advisory committee, all campuses
- Provost Native American Advisory Council
- University Safety Committee (in OKED)
- Classified Research Committee (reported on RCA annual report)
- Misconduct in Research Committee (reported on RCA annual report)

### **Recommend offering assistance to these University level committees annually**

- Commission on the status of women
- All OKED committees reporting up to the Research and Creative Activities Committee
- IT Leadership Council
- Public Safety advisory committees, all campuses
- Provost Native American advisory Council

## **Section 6**

# **Presidential and UAC Information**

## 6.1 Presidential Transition Information

The below mentioned items should be reviewed and actioned during each presidential transition period.

1. Key action form: This form should be executed when turning in or taking possession of keys. The Senate office administrative specialist is the primary key coordinator. Once the key form is executed, the office keys can be transferred to the new Senate President.
2. Replacement of door signage: The Senate office administrative specialist will make a request through the facilities and maintenance department to have the door signs updated.
3. Computer transition: Provost computing support will assist the outgoing president with clearing his/her documents from the desktop computer in INTSDB Room 363A. The computer will then be reimaged for the new president and setup as soon as possible after June 1st of each year.
4. Website updates: The Senate Manager will update the website to indicate publicly the transition from one president to the next.
5. Parking permit: The Senate office administrative specialist will communicate with the outgoing president and the parking and transit office to secure a multi campus parking permit for the new Senate President.
6. The Senate administrative specialist will have the Senate President and president-elect's name and email placed on the AFC distribution list and the Pac-12 Academic Leadership Coalition distribution list. All outgoing names should be requested to be removed from these lists at the same time.
7. Voicemail: The Senate administrative specialist will place a work order, following the cues on MyASU service tab, to initiate phone and voicemail service for the president tied to the 480-965-9243 number.
8. President's calendar: The Senate president may choose to grant access to his or her Outlook calendar to the Senate administrative specialist in order to better assist with planning meetings and events.



## 6.2 Committee Responsibilities and Initial Action Items

This page is a guide for incoming Senate Presidents to plan tasks that need to be accomplished once officially in office. This is not an all-inclusive list and it is subject to change annually.

1. Schedule transition meeting with outgoing Senate President.
2. Schedule transition meeting with the Manager of the Senate office.
3. Make (or finalize) faculty leadership summer assignments and secure provost approval.
4. Appoint committee chairs:
  - a. Personnel Committee
  - b. Student-Faculty Policy Committee
  - c. University Services and Facilities Committee
  - d. Committee on Committees
  - e. Research and Creative Activities Committee
  - f. Curriculum and Academic Programs Committee
  - g. Committee on Academic Freedom and Tenure
  - h. Governance Grievance Committee
  - i. Academic Professional Grievance Committee
  - j. Library Liaison Committee
  - k. Digitally Enhanced Teaching and Learning Committee
5. Appoint members as needed:
  - a. Research and Creative Activities Committee
  - b. Classified Research Committee
  - c. Ombudsperson Committee Member
  - d. Library Liaison Committee
  - e. Senate ASASU meeting designee
  - f. GPSA meeting designee
6. Disband or reconfirm any existing task forces.
7. Via the UAC, appoint a parliamentarian (does not need to be a Senator, will be a Senate member Ex Officio once appointed.)
8. Plan summer UAC meetings, if any.
9. Log Senate meetings, UAC and Executive Committee meetings dates into Outlook calendar.
10. Have email placed on the PAC 12 Academic Leadership Coalition distribution list.
11. Ensure the provost and president's office are aware of the new president's name and provide them with all relevant contact information.
12. Send a personal email to the president and provost individually to introduce themselves and start a dialogue with them.

## Senate President-Committee Relationships

The following bullet points outline the Senate President's committee affiliations.

- The University President schedules meetings with the UAC as needed.
- The University Provost schedules meetings with the UAC as needed.
- University Council, President Crow group, Deans, VPs and higher, ~4 meetings per year.
- University Management Team, President Crow group, directors and higher, ~2 meetings per year.
- Academic Freedom and Tenure (University Senate) – ex-officio.
- Arizona Faculties Council (University Senate/University/System) – rotating chair.
- Anti-Sweatshop Committee (University) ex-officio.
- ASU Retirees Association (University) - Retirees Board, ex-officio.
- Intercollegiate Athletics Board, ex-officio, non-voting.
- Commencement Committee (University) – ex-officio, meets as necessary, carries the mace.
- Committee on Committees (University Senate) – ex-officio.
- Curriculum and Academic Programs Committee (University Senate) – ex-officio, non-voting.
- Executive Committee (University Senate) – ex-officio and chair.
- General Studies Council – ex-officio.
- Graduate and Professional Student Association (Student) – ex-officio or designee.
- Governance Grievance Committee (University Senate) – ex-officio.
- Ombudsperson Committee (University) – ex-officio, as UAC chair.
- Personnel Committee (University Senate) – ex-officio or designee.
- Student-Faculty Policy Committee (University Senate) – ex-officio or designee.
- Undergraduate Student Government (Student) – ex-officio or designee.
- University Affairs Committee (University Senate) – ex-officio or designee.
- University Academic Council (University) – member and chair.
- University General Studies Council (University), ex-officio.
- University Safety Committee (University), ex-officio.

## 6.3 Summer Faculty Stipends

**[This is under review and may be updated at a later time]**

Per the ASU shared governance agreement the incoming campus presidents are provided a summer stipend to continue work on behalf of the UAC and the Provost over the summer months. The shared governance agreement reads as follows:

*The new (June 1) chair of the UAC will receive a summer stipend that is two-ninths of his/her academic salary. The other new (June 1) campus presidents will receive a summer stipend that is one-ninth of his/her academic salary. If a campus president is unable to meet the time commitment required for a summer stipend, the president-elect from that campus may be permitted to pursue the workload and receive the stipend. If neither the president nor the president-elect of a campus is able to pursue the workload, the past president from that campus may be offered the opportunity*

### Summer Stipend Process Overview

1. Consultation occurs between the Senate President or President-elect and campus presidents on projects/assignments.
2. Senate President (or elect) develops a memo and explanation of projects to provide to the provost.
3. Provost gives final approval for all assignments.
4. The Manager will correspond with each campus president to secure required information to process payroll requirements.
  - a. Campus president's employee ID #
  - b. Selection of the payroll dates to be paid in 2-4 pay periods.
  - c. Email indicating provost approval.
5. At the conclusion of the summer assignment a final report/summary shall be provided to the University Senate office to keep on record and to post on the Senate website.

## **6.4 Course Buyouts for Campus Presidents and CAFT Chair**

The ASU shared governance agreement document speaks to the issue of professionalizing shared governance. While faculty members are teachers first, the agreement does outline the following course buyouts, to allow for an increase in each faculty member's service commitment during their term in office: the president serving as Chair of the UAC will receive a teaching reduction of two courses per academic year. Campus presidents will receive a one course reduction in their teaching assignment. It is further outlined in ACD 509 – 02 that the chair of the Committee on Academic Freedom and Tenure shall be considered for one course buyout per academic year.\*

## 6.6 Commencement

The President of the University Senate typically leads the graduation parties into the arena or stadium for both the fall and spring undergraduate and graduate ceremonies. In order to accomplish this, the president will need to reserve/purchase a cap and gown, if one is not already owned. Details for ordering the cap and gown are found below. Because of a University-wide policy\* ASU is unable to reimburse individuals for the cost of this rental/purchase.

### Cap and gown purchase

[ASU Book store<sup>15</sup>](#) with costs ranging from ~\$70–\$125. They do have a late fee if you wait too long to place an order/purchase.

There are often discounts if you are an active member of the ASU alumni Association.

\*[FIN 401-03<sup>16</sup>](#)

### Graduation caps and gowns

*Use of state or local (including sponsored project grant and contract funds) agency/orgs for the purchase or rental of graduation caps and gowns, except for individuals participating in university ceremonies at the specific request of the university, such as platform invitees, honorary degree recipients, sign language interpreters, or other invited special guests who are not employed by the university. ASU administrators and faculty who are required to participate in ceremonies as part of their university duties may not have regalia rented or purchased with state or local (including sponsored project, grant, or contract) funds.*

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<sup>15</sup> Bookstore: [http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=196905&cm\\_mmc=%20Redirect- -VanityURL- -sundevilbookstores.com- -196905](http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=196905&cm_mmc=%20Redirect- -VanityURL- -sundevilbookstores.com- -196905)

<sup>16</sup> FIN 401-03 <http://www.asu.edu/aad/manuals/fin/fin401-03.html>

## 6.7 University Academic Council Policies

This section covers policy, procedure and protocol not covered in the University Senate Constitution and Bylaws. To ensure continuity, the following UAC items should be adhered to, unless a vote of the UAC is secured to change the current policy, practice, or procedure.

1. To preserve the continuity of leadership on the UAC, any member that is serving in the capacity of Senate President, campus president or campus president-elect shall not apply for or take a sabbatical during the time in these leadership positions.
  - a. This policy was approved by the UAC in March of 2014. The confirmation of this policy can be found in the March 14, 2014 UAC minutes, located in the UAC Google Drive.
2. Because of the nature of conversations that take place, the UAC has continuously approved of the UAC meeting being an in-person only meeting. This practice has been utilized since August of 2010.
3. Voting for the University Senate President-elect will adhere to the following guidelines.
  - a. In October of the academic year the current Senate President will call for nominations from current UAC members.
  - b. Prior to the November UAC meeting, each nominee will provide the UAC members a short position paper on their intent to run and goals they hope to accomplish.
  - c. At the December meeting of the UAC, the UAC members will be allowed to question the nominees.
  - d. Voting will commence on Tuesday following the December UAC meeting and run for 3 days.
  - e. The Manager of the Senate will develop the voting question, setting it up in such a way that the voting is secure and available only to the intended members.
  - f. At the conclusion of the voting the Manager will check the votes and inform the current Senate President of the results.
  - g. A copy of the voting totals will be confidentially secured in a file in the manager's office.
  - h. The Senate President will then notify the losing party first, followed by the winner, and then finally to the other members of the UAC.
  - i. At the first Senate meeting of the spring semester the new president-elect will be announced to all members of the Senate.
  - j. This protocol may be revised for completion earlier in the semester but may not be extended farther than December annually.
4. **[This section is under review]**

Summer Faculty Projects: According to the ASU shared governance agreement, the University Provost will provide funding for individuals to work on a summer project. The summer project program adheres to the following procedures:

  - a. The summer project opportunity is provided to the Senate President and each campuses' current president-elect.
  - b. If there is no campus president-elect, it is at the discretion of the Senate President and the provost to decide if another individual should be offered the opportunity to work on a project.
  - c. The University Senate President-elect will coordinate with the outgoing Senate President, the provost, and the current president-elects to develop projects and secure the approval of the provost.
  - d. Once the provost's approval has been secured, the Senate President-elect will work with the director to process all required payroll documentation.
  - e. Payroll requests should be made by the middle of May each year.
  - f. Per the shared governance agreement the Senate President may receive 2/9's of his/her salary. All campus presidents may receive 1/9<sup>th</sup> of their salary for the summer project.

- g. The Senate President will be paid over four pay periods and the campus presidents will be paid over two pay periods.
- h. At the end of the summer, each participant will be required to submit to the Senate a final report on the work that was completed.
- i. All final summer reports will be archived and displayed on the University Senate website.

## 6.8 Arizona Faculties Council

The Arizona Board of Regents (ABOR) developed a tri-University faculty advisory body entitled the Arizona Faculties Council (AFC). University Academic Council members are members of the Arizona Faculties Council. The chair of the Arizona Faculties Council rotates among ASU, UA and NAU. Every third year the president of the ASU University Senate will also be the chair of the Arizona Faculties Council.

ASU faculty member and/or academic professional responsibilities as members of the AFC.

- When traveling to, or attending ABOR meetings you will attend AFC meetings in addition to Regent meetings.
- If serving as the chair of the AFC you will be responsible for developing the agenda and running each AFC meeting.
- If serving as the chair you will be the official spokesperson of the tri-University faculties and you will sit at the ABOR meeting head table.
- As the chair of the AFC you will provide a tri-University statement to the Regents at each board meeting.
- As an AFC member, you will collaborate with peer faculty members and develop/explore common themes amongst each of the member institutions.
- As the AFC chair, you will participate in a pre-board meeting virtually designed to inform faculty members, in advance, of relevant topics in the upcoming meeting. All AFC members should participate in this virtual meeting if possible.



## **Section 7**

# **Business and Human Resources**

## 7.1 Budget Management and Human Resources

Primary points of contacts in the provost office regarding purchasing:

Chelsea Tyrell:	Executive Director for Business Operations
Jill Lockhart:	Business Operations Specialist (Non office supply procurement, HR, travel)
Jennifer Gladwell:	Business Operations Specialist (Staples office supplies, DTA, TAS, Provost conf. rooms)

### Budget development

The director will work annually with the provost Business Operations Manager, Perla Quezada, to establish the operating budget for the following fiscal year. The director will be responsible for communicating with Senate leadership to ensure any special needs, projects or requests are taken into consideration.

### Purchasing

All purchases are to be approved by the manager prior to making the purchase.

### Travel claims

The administrative specialist will be the primary point of contact for claims processing and the manager will serve as the backup. The manager will determine if funds are available for travel prior to online submission.

Once a travel request is submitted, travel claims are approved by the manager and ATO in the office of the University Provost. See processing travel reimbursements for more detail.

### Capital and special requests

Capital request for items related directly to the Senate office (FFandE) will be presented via the manager. All capital request will be sent to the provost's office for review and final approval. Special requests proposed by the University Academic Council and/or the Senate President, in coordination with the director, may be routed directly to the provost for review and approval.

## **7.2 Parking Vouchers and Reserved Parking**

### **Parking vouchers**

Parking payment will be provided to faculty members starting 30 minutes prior to the scheduled meeting and extending 30 minutes after the scheduled ending of the meeting.

- Parking vouchers will be available in the Senate office after each committee meeting. The Senate office administrative specialist will distribute the vouchers.
- Individual users will need to sign for vouchers they receive. Exceptions are noted in the next bullet point.
- When issuing parking vouchers to multiple individuals at the same time (i.e. a meeting or event where several people need vouchers), the administrative specialist may note the number of vouchers used and the purpose, as well as the date of the event and/or meeting. An attendee list should be maintained for group issuance.
- Exceptions for special circumstances are expected and understandable and can be handled on an individual basis.
- Parking vouchers are not provided for attendance at Senate meetings.

### **Reserved parking**

Reserved parking is a privilege that can be arranged for a limited number of Senate leadership meetings held on the Tempe campus. The Senate president and/or the Senate director may approve parking reservation requests. The following procedures for arranging parking reservations are as follows:

- The primary point of contact for this job is the Senate office administrative specialist.
- Secondary point of contact is the Manager of the Senate office.
- Typical structures used are either Fulton and/or the Apache Structure. Unless otherwise requested, reservations will be requested for the Apache Structure
- Individuals wishing to park should bring along a copy of the reservation letter with them to show the parking attendant.

## 7.3 Processing Travel Reimbursements

ASU Travel Guide: [Click here](#)<sup>17</sup>

Both Alzira Lopes and Maria Coca should be added as trip arrangers and expense delegates in the MyASU Trip system.

### Before travel

(Completed by the administrative specialist)

1. The trip request is prepared and submitted through the MyASU Trip (Concur) system
2. Select the Senate office as payment account.
3. Add all estimated travel segment and expenses on the appropriate tabs.
4. Select Jill Lockhart as Account Signer on the Approval Flow tabs.
5. Request is submitted for approval by Chelsea Tyrell

### After travel is complete

(Expense report can be prepared by the administrative specialist if desired)

1. Receipts are uploaded to the Concur site. Receipts may be scanned in and pasted or emailed to [Receipts@concur.com](mailto:Receipts@concur.com). The traveler's ASU email address on file and only that email address should be placed in the subject line of the email (Ex: [john.doe@asu.edu](mailto:john.doe@asu.edu)). Once receipts are uploaded the receipts must be attached to the pertinent trip.
2. A copy of the meeting agenda should be uploaded to the Concur site as a receipt, and attached to the pertinent trip.
3. Actual expenses are input in to the trip request and the expense report should be saved as a pdf and approved by the senate director before releasing it to the traveler for submission.
4. Once approved by the senate director, the traveler is notified that there is an expense report ready for review and submission. The traveler must submit his or her own report for reimbursement after it has been reviewed.
5. Report is submitted for reimbursement approval by Chelsea Tyrell
6. Once the reimbursement has been received, the trip should be closed through the Concur system.

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<sup>17</sup> <https://cfo.asu.edu/fs-travel>

## 7.4 Arizona Board of Regents - Travel Procedures

The Manager will discuss with the Senate president the size of the travel budget available for use. Current maximum travel roster is four individuals: Senate President, Secretary, two campus presidents.

### Procedures for travel party members

The Senate office will submit an ASU travel authorization on your behalf, secure and hold hotel rooms, and file the travel reimbursement for you upon your return.

1. Notify Senate administrative specialist with intent to travel and provide the following.
  - a. Full name and ASURITE ID
  - b. Departure date and return date
  - c. Home address and cell phone number
  - d. Preferred credit card information so that rooms for your travel can be secured.
  - e. Your intent to drive yourself or ride with another person
  - f. A Travel Information form is available for completion and will be kept by the Senate administrative specialist, should you wish to provide credit card, address and travel preferences only one time.
2. Proceed with the trip, being sure to keep all original receipts.
3. After return from the trip, coordinate with the administrative specialist to turn in all original receipts. Please note, credit card statements are not considered a valid receipt.
4. Reimbursement should take approximately 7–10 days after you have submitted all required forms processing.
5. All request for reimbursements should be provided to the Senate office within 10 days after the travelers return.

*Per Kate Linder, as of May 2015 the June, September and November board meetings are Wednesday – Friday (Wed committee mtgs, Thurs–Fri board meeting). The February, March and April meetings are Wednesday–Thursday (Wed committee meetings, Thurs board meeting).*

### Arizona Board of Regents' Schedule

2021–2022	
August 26, 2021	ASU
September 29–October 1, 2021	NAU
November 17–19, 2021	UA
February 9–11, 2022	ASU
April 6–8, 2022	UA
June 8–10, 2022	NAU

2022–2023	
August 25, 2022	ASU
September 28-30, 2022	NAU
November 16-18, 2022	UA
February 8-10, 2023	ASU
April 26-28, 2023	UA
June 14-16, 2023	NAU

## **7.5 Catered Event Payment Request**

### **If using purchase order or payment voucher**

1. Secure overall budget approval for catered event
2. Make menu selections from vendor(s) and request formal contract.
3. Review the vendor contract for accuracy.
4. Any contract \$5000 and over must be reviewed by Purchasing.
5. Complete the OUP Business Meals Form (BMF) and submit.
6. BMF should have the following information
7. Contract and total amount.
8. PO or PV requested (PO for on campus catering, PV for off campus vendors).
9. Attendance list of who is eating.
10. Program agenda, if available.
11. Original budget approval document or email (if appropriate).
12. Alcohol requests are submitted to the OUP with an expenditure request form and approval to provide alcohol.
13. Send to the provost office for processing.
14. Items should be submitted within two weeks of the event.

## 7.7 Key Control

ASU Police Key Control handles all requests for keys to ASU Tempe campus buildings and is open from 8 a.m. to 4:30 p.m., Monday through Friday (excluding University holidays).

**For questions or to report a lost or stolen key call 480-965-6090**

Each staff member and/or faculty member is responsible for the safe keeping of their keys. Individuals will be charged a fee for any lost or stolen keys.

All keys must be turned in to key control when the employee leaves the unit.<sup>18</sup> Key Action Forms used for turning in, or requesting keys can be found at [here](#).

### Key Responsibilities

Key Coordinator:	Administrative Specialist
Authorized Signer:	Manager
Forms required:	Key Action Form and Key Receipt Form

### Allowable Keys<sup>19</sup>

Interdisciplinary B Building (INTDSB)

INTDSB Room 361	Main Senate office
INTDSB Room 361A	Manager's office
INTDSB Room 361B	Visiting President's office
INTDSB Room 363A	Senate President's office
INTDSB Room 363	Alternate Main Senate office (optional)

**If locked out of the office or building you may call the ASU Police Non-Emergency line at 480-965-3456. You must be prepared to show your ASU Sun card.**

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<sup>18</sup> Amanda Navarro has approved the transfer of Senate President keys

<sup>19</sup> <https://cfo.asu.edu/police-keys>





## **Section 8**

# **Supplementary Documents**

## 8.1 Meeting Logistics

Name of meeting \_\_\_\_\_

Meeting date \_\_\_\_\_

Location \_\_\_\_\_

Zoom

☐

No

☐

Yes, Link

\_\_\_\_\_

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

4.) \_\_\_\_\_

Parking reservations?

☐

No

☐

Yes, please reserve

Other need: food, special guests, special needs, photocopies, computer requirements, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 8.2 Dealing with absences

### Dealing with an Absence on the day of a Senate Meeting:

Person absent	Task	Person Assigned to cover	Contact #
Alzira Lopes	Set up name tents		
	Distribute and attendance sheet	Maria Coca	480-965-7940
	Collect poll results/record	Maria Coca	480-965-7940
Maria Coca	Meeting production		
	Furniture prep in EDC	Tempe campus president	

### Dealing with an absence 1–2 days prior to a Senate Meeting

Person absent	Task	Person Assigned to cover	Contact #
Admin Specialist	Recording excusals	Philip VanderMeer	
	Email reminder to Senators	Philip VanderMeer	
Maria Coca	Posting agenda online	Alzira Lopes	480-965-2222
	Editing online CAPC motions	Alzira Lopes	480-965-2222

### Both staff members absent the day of a Senate Meeting

Task	Person Assigned to cover	Contact #
Minutes	Senate Secretary	480-727-1097
Distribute and collect Signs	Senate Secretary	480-727-1097
Computer controls-slides	Kris Knapp	480-225-1153
Furniture prep in EDC	Tempe campus president	
Video Conferencing	UTO, Seth Levine	480-965-0813

*(Per the ASU Police Dept. they cannot open INTSDB Room 361 unless one person, whose name is on the door is present)*

### Zoom Conferencing Questions

Contact Jesus Antonio Diaz at [adiaz@asu.edu](mailto:adiaz@asu.edu) or 480-965-4657.

### Security

Please make sure the equipment is shut down and the door is closed when the last person leaves.

## 8.3 Document Storage

Below is a key for the relevant location for Senate related documents:

<b>Document</b>	<b>Location</b>
Senate Motions, Minutes and Agendas 2010–current	<a href="#">Senate Website</a>
Senate Motions, Minutes and Agendas, pre 2010	Network Drive-Master Archive Folder
Committee Annual Reports 2010–current	<a href="#">Senate Website</a>
Committee Annual Reports, pre 2010	Network Drive-Master Archive Folder
Final Reports, Presentations and Documents	<a href="#">Senate Website Database</a>
Senate Meeting Videos, 2011–current	<a href="#">Senate Website</a>  Also on Network Drive-Master Videos Folder
Constitution and Bylaws	<a href="#">Senate Website</a>
Senate Rosters	<a href="#">Senate Website</a>
Arizona Faculties Council	<a href="#">Click</a>
ABOR Meeting Schedules	<a href="#">ABOR Website</a>
ASU Senate Committees	<a href="#">Senate Website</a>
Unit Bylaws	<a href="#">Senate Website</a>
Master Senate Database	Network Drive-Master Document Folder
Request for Consultation Database	Network Drive-Master Document Folder
Master Grievance Tracking	Network Drive-Master Grievance Cases Folder
Master Senate Motion Transmittal Forms	Network Drive-Master Transmittal Folder

## 8.4 Grievance Hearing Checklist

Completed	Task
	Committee chair determines the panel members and the hearing time and date
	Confirm availability of UTO sound specialist.
	Reserve time in the senate conference room for both the hearing and the prep time for setting up recording equipment.
	Hearing announcement sent out to all parties no later than 20 days prior to the scheduled date.
	Work with committee chair to ensure hearing files are in order for both grievant and respondent(s).
	Once approved by the committee chair, send out approved exhibits to the panel members.
	Ensure signs are made for all members attending.
	Make parking reservations for anyone that requires them and notify them of availability and location
	Prepare script for committee chairperson
	Setup and test audio recording equipment with UTO specialist
	Setup conference room computer for any needs the hearing committee might have.
	Upon completion of the hearing, secure the digital recording and tapes in the senate office.
	Obtain the UTO specialist's signature to certify recordings.
	Gather and secure file documents and exhibits; shred any unnecessary or extra documents.
	Download digital recording into the Master Grievance Recordings file, wav and mp3 formats
	Assist chair with final report review, editing and development of signature pages.
	Prepare electronic case file for transfer to administration, ensure files are orderly and complete, audio recording of case should be included.
	Manager reviews CD containing file documents prior to being sent to Administration.
	Deliver case file to administration and obtain signature and date of president's office receipt.



# **Section 9**

# **Appendices**

## Appendix A - Email confirmations

### Provost email Regarding Course Buyouts and Finance Memo

On Aug. 13, 2014, at 6:49 p.m., "Robert Page" <[Robert.Page@asu.edu](mailto:Robert.Page@asu.edu)> wrote:

I am copying Chelsea. Work with her.

Rob

Robert E. Page, Jr.  
University Provost  
Arizona State University

On Aug. 13, 2014, at 1:05 p.m., "Helene Ossipov" <[HELENE.OSSIPOV@asu.edu](mailto:HELENE.OSSIPOV@asu.edu)> wrote:

Hi Rob,

Thanks again for approving the buyouts; it will make recruiting easier next year and shows the administration's commitment to shared governance. Just a question: what are the logistics now? How do the affected units access the funds? Thanks.

Helene Ossipov, Ph.D.<sup>20</sup>  
President, ASU Academic Senate  
Associate Professor of French  
Head, French and Italian Faculty  
School of International Letters and Cultures

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<sup>20</sup> Email found in Barbee MS Outlook Helene Ossipov folder



**To:** Chelsea Tyrrell, Executive Director, Office of the University Provost  
**From:** Chuck Barbee, Director, Office of the University Senate  
**Date:** 4-10-2015  
**Re:** University Senate annual budget considerations

Per the Arizona State University Shared Governance Agreement and Provost Page's recent confirmation, this memo outlines annual ASU University Senate faculty/academic professional related funding items. These salary related items are funded outside of the normal operating budget for the Senate.

### **Course Buyouts**

- Senate President, two course buy-out, one per semester or two courses in one semester, depending on negotiations with the individual's chair.
- Downtown Phoenix campus president, one course buyout with the semester being determined through negotiations with the individual's chair.
- Polytechnic campus president, one course buyout with the semester determined through negotiations with the individual's chair.
- Tempe campus president, one course buyout with the semester determined through negotiations with the individual's chair.
- West campus president, one course buyout with the semester determined through negotiations with the individual's chair.
- Chair of the Committee on Academic Freedom and Tenure, one course buyout with a semester determined through negotiations with the individual's chair.

### **Summer Faculty Stipends**

The following Senate leadership positions will be offered a summer stipend for time spent working on ASU related summer projects.

- University Senate President: 2/9 annual salary
- Downtown Phoenix campus president: 1/9 annual salary
- Polytechnic campus president 1/9 annual salary
- Tempe campus president: 1/9 annual salary
- West campus president: 1/9 annual salary

## General Counsel Guidance on Senate Minutes

Good morning Chuck—

The Faculty Senate Constitution and Bylaws reference Robert's Rules of Order, and state that the most current version of those Rules apply (to the Senate and the Academic Assembly). If we take a look at Robert's Rules of Order, a summary of its guidelines regarding minutes is as follows (taken from [www.parlipro.org](http://www.parlipro.org)):

"The record of the proceedings of a deliberative assembly is usually called the Minutes, or the Record, or the Journal. In the meetings of ordinary societies, there is no object in reporting the debates; the duty of the secretary, in such cases, is mainly to record what is "done" by the assembly, and not what is said by the members. The minutes should show:

- Kind of meeting, "regular" (or stated) or "special," or "adjourned regular" or "adjourned special";
- Name of the organization or assembly;
- Date/time of meeting and place, when it is not always the same;
- The fact of the presence of the regular chairman and secretary, or in their absence the names of their substitutes,
- Whether the minutes of the previous meeting were read and approved, or approved as corrected, and the date of the meeting if other than a regular business meeting;
- All main motions (except such as were withdrawn) and motions that bring a main question again before the assembly, stating the wording as adopted or disposed of, and the disposition—including temporary disposition (with any primary and secondary amendments and adhering secondary motions then pending;
- Secondary motions not lost or withdrawn where needed for clarity of the minutes;
- Previous notice of motions;
- Points of order and appeals, and reasons the chair gives for the ruling;
- Time of adjournment.

Generally the name is recorded of the mover, but not of the seconder, unless ordered by the assembly. When corrections to the minutes are made by the assembly, the corrections are made in the written text of the minutes being approved, and the minutes of the meeting where they are corrected merely state that the minutes were approved "as corrected", without actually stating the details of those corrections.

The secretary should sign the minutes, and in some societies the minutes are also signed by the president. When the minutes are approved, the word "Approved" should be written on the minutes with the secretary's initials and the date.

The essentials of a record should be entered, as previously stated, and when a count has been ordered or where the vote is by ballot, the number of votes on each side should be entered. When the voting is by roll call, a list of the names of those voting on each side should be entered, and those answering "Present", and enough names of those present, who fail to respond, to reflect that a quorum was present.

Where the regular meetings are held weekly, monthly, or quarterly, the minutes are read at the opening of each day's meeting, and, after correction should be approved. Where the meetings are held several days in succession with recesses during the day, the minutes are read at the opening of business each day. If the next meeting of the organization will not be held for a long period, as six months or a year, the minutes that have not been read previously should be read and approved before final adjournment. If this is not practical, then the executive committee or a special committee should be authorized to correct and approve them. A special meeting does not approve minutes, and its minutes should be approved at the next regular meeting.

When the reading of the minutes is dispensed with they can afterwards be taken up at any time when nothing is pending. If not taken up previously, they come before the assembly at the next meeting before the reading of the later minutes.

For additional information, refer to RONR 10th ed. pp. 451–458.

Robert's Rules says that all MAIN motions should be shown in the minutes. However, at a meeting, the secretary will have a need to record nearly all motions and what was done (their disposition), recording details that are not intended to show up in the final draft to be submitted for approval at the next regular meeting.

These notes will then be edited and condensed so that secondary motions, e.g. amendments, are not listed separately in the minutes, but are incorporated into the final wording that is the exact same wording used by the chair in putting the question to a vote and/or otherwise disposing of the main motion. The final draft will show all MAIN motions, as amended, and will not show the evolution of the wording of a motion during its amendment. Thus, a half-dozen handwritten pages may become a single typewritten page.

For example, the final draft minutes may be worded as follows:

After amendment, a motion by H.M. Robert was adopted, "that the club purchase a new laptop computer for use by the secretary in preparing minutes and other correspondence, at a cost not to exceed \$2,500."

The fact that the motion was amended is mentioned only parenthetically, without providing details."

A link to the relevant portion of Robert's Rules of Order: <http://www.rulesonline.com/rror-10.htm>.

Therefore, and particularly because RRO requires that the body review and approve the minutes at a later meeting, those minutes would constitute an official document memorializing what occurred at a particular meeting. Such minutes could certainly be used by anyone attempting to recreate what occurred at a meeting; in most cases, such minutes could also (since they are public records) be requested via a public records request or a subpoena.

I hope this is helpful; let me know if you need anything else.

Regards, Michelle

Michelle G. Parker  
Associate General Counsel  
Northern Arizona University  
Office of Legal Affairs  
PO Box 4116  
Flagstaff, Arizona 86011-4116  
928/523.6517 928/523.0640 fax

## Appendix B - Manager-Job Description

### General Description

Under administrative direction by the Vice Provost for Academic Personnel and the University Senate President, the Manager of the University Senate office performs work of considerable difficulty in planning, developing and implementing policies, procedures and process for the effective functioning of the ASU University Senate. The manager will ensure the Senate office which supports, through Senate presentation, over 3000 faculty members operates in both an effective and efficient manner as it assists the University Senate in carrying out its role in the shared governance process.

Specific Job Duties of the Senior Coordinator:

1. Plans, directs and reviews the activities and operations for the University Senate and oversees all Senate office work. Including but not limited to:
  - a. Staff support for over 15 committees and task forces currently in existence.
  - b. Assisting with the appointment and/or election of nearly 120 senatorial positions annually.
  - c. Website updates, maintenance and functionality.
  - d. Document development, storage and archives.
  - e. Communication and coordination with over 250 faculty and academic professional service positions, 18 College/Schools and over 60 academic units.
  - f. Development of Senate, Executive Committee, and University Academic Council meeting schedules and the coordination between each of the four campuses for execution.
2. Supervise University Senate Request for Consultations (RFC), delegating, tracking, and following-up on all institutional requests.
3. Supervises Senate office staff and participates in the hiring and firing of all new staff, as well as perform annual evaluations providing constructive feedback and implementing corrective action and/or discipline.
4. Develop University Senate Office mission, vision and goals and review annually.
5. Assist in the strategic planning and goal development of the University Senate.
6. Develop and implement new projects in alignment with both Senate and Senate Office goals and objectives.
7. Evaluate the functioning of the University Senate; develop and implement improvements in efficiency and effectiveness as approved by the Senate.
8. In coordination with the Senate President and the University Academic Council, organize and execute the monthly Senate meeting, overseeing the coordination of work between the Senate, UTO, and each of the four campus locations.
9. Serve as an administrative liaison for the Senate, communicating with the Provost, Vice Provost of Academic Personnel, Director of Fiscal Business and others as needed.
10. Confer with ASU colleges, schools and units on the development of faculty governance structures within their departments as requested.
11. Confer with the Senate President on historical and policy related issues, ensuring that a transfer of institutional and organizational knowledge occurs, and that existing policies, procedures and practices are implemented annually.

12. Oversee all faculty and academic professional grievance procedures and processes, conferring with the committee chairpersons and legal counsel as needed.
13. Serve as a policy consultant for all Senate members, committee chairs and the University Academic Council.
14. Oversee and direct the development and implementation of Senate projects, meetings and functions, to include:
  - a. ABOR meeting attendance and hosting
  - b. Arizona Faculty Council meetings, breakfasts and luncheons
  - c. Biannual-Academic Assembly meeting planning
  - d. Annual-Faculty/Staff Organization Fair
  - e. Annual-New Faculty Reception
  - f. Monthly-Dashboard development and distribution
  - g. Monthly-Senator Spotlight selection, development and distribution
15. Perform research and develop reports in support of Senate strategic initiatives.
16. Represent the University Senate and/or the Provost Office on departmental or university level committees and task forces as requested.
17. Represent the University Senate and/or the Provost office on state, regional and national committees, coalitions and boards as requested.
18. Confer with Senate leadership and budget administrators to develop annual operating budget that considers funding requirements for both annual operations and future strategic initiatives.
19. Develop, maintain and implement all University Senate office policies and procedures.
20. In conjunction with the Senate leadership, maintain and annually implement all University Senate policies and procedures.
21. Monitor Senate Office expenditures and maintain accountability over all equipment and supplies.
22. Final editor of all published Senate meeting minutes.
23. Develop and maintain strong working relationship with all constituents both inside and outside the University setting.
24. Other duties as assigned by the supervisor.

## Appendix C - Administrative Specialist-Job Description

### General Description

Under general supervision of the director, performs complex administrative duties of a responsible, sensitive, and confidential nature requiring considerable independence of action in support of a high level organization within the University setting.

1. Provides administrative support to the director and the Senate President.
2. Provides administrative support to the Governance Grievance Committee (GGC), Committee on Academic Freedom and Tenure (CAFT), Academic Professional Grievance Committee (APGC) and the Clearinghouse Committee (CC).
  - a. Responsible for maintenance and accuracy of both the electronic and hard copy master file for each grievance case.
  - b. Corresponds with the grievance committee chair(s), and assigned legal counsel to receive authority and direction on determining allowable parties and allowable requests made by parties outside of general counsel and the grievance committees themselves.
  - c. Provides backup and reminders to chairs, as needed, regarding timelines and deadlines.
  - d. Make all grievance prehearing and hearing logistical arrangements.
3. Plans and organizes the annual grievance committee orientation with the ASU legal counsel.
4. Works closely with other university offices in coordinating the Senate President's involvement in university events.
5. Orders supplies and equipment in accordance with department guidelines and accurately performs reconciliations for such purchases.
6. Maintain Senate front office, answers phones, greets visitors, and directs questions to appropriate offices for resolution.
7. Provide administrative support to all Senate committee chairs, including but not limited to, assistance in establishing meeting times and dates, securing rooms, parking reservations, room setup and parking validation.
8. Maintain assigned databases and spreadsheets, and assist in updating Blackboard sites.
  - a. Master grievance tracking
  - b. Master Senate roster, both online and in MS Excel format
  - c. Master committee rosters, both online and in MS Excel format
  - d. Senate meeting attendance
  - e. Master unit chairs mail codes
  - f. Master deans mail codes
  - g. Roster mgmt. on all sites

9. Assists with Senate meeting setup and execution.
  - a. Make nameplates
  - b. Develop Tempe seating chart
  - c. Name tents distribution
  - d. Attendance recording and submittal to secretary
10. Manage the Senate conference room calendar, communicating with constituents and de-conflicting as necessary.
11. In coordination with the Senate President, prepare the annual service recognition letters and ensure distribution by deadlines.
12. As assigned, coordinates or assists in coordinating special events, including setting up signage, arranging catering; sending invitations and managing RSVPs. Sample events are:
  - a. ABOR luncheons and breakfasts
  - b. UAC luncheons
  - c. Others TBD
13. Assists in the development of Senate office communication documents:
  - a. Academic Assembly invitations
  - b. ABOR Breakfast invitations
  - c. Holiday card development
  - d. Senate annual report development
14. Make travel arrangements and file travel reimbursements for faculty members attending events.
  - a. ABOR travel
  - b. Pac-12 travel
  - c. Other travel as requested
15. Other duties as assigned by the manager.

## Appendix D - P-Card Restricted Purchases

You may use your Purchasing Card to purchase anything that serves a public purpose, and is permissible by the rules and regulations set forth by ASU's FIN manual ([www.asu.edu/aad/manuals/fin/index.html](http://www.asu.edu/aad/manuals/fin/index.html)) and ASU's Purchasing Policies and Procedures ([www.asu.edu/aad/manuals/pur/index.html](http://www.asu.edu/aad/manuals/pur/index.html))

### Except

Any Tuition Payments to ASU.	Furniture (except as authorized and documented by Liz Chandler at the Furnishing Services Group at 480-965-0578 Fuel for University Vehicles
Alcoholic Beverages for any purpose	Gasses (contact Laboratory Stores at 480-965-9079.)
ASU Foundation Payments (other than conference registration and other payments where services were rendered by the ASU Foundation.)	Gifts, Contributions and Donations
ASU Sun Card Payments	Gift Cards
Animals, Live (contact Animal Care at 480-965-5784)	Hotels and Lodging while ASU affiliate is in travel status (see Travel Expenses below) The P-Card cannot be used to HOLD a hotel room.
Bottled Water (unless with a P-Card tied to a Local Account)	Internet charges incurred at a non-university residence or office space
Car Rentals (while on travel status)	Transactions >\$25,000 any transaction of \$25,000 or more requires specific approval by both Purchasing and Financial Services. The P-Card Single Transaction >\$25,000 Form can be found on <a href="http://www.asu.edu/purchasing/forms/\$25,000-\$50,000-Increase.pdf">http://www.asu.edu/purchasing/forms/\$25,000-\$50,000-Increase.pdf</a>
Cash Advances	Legal Fees (contact General Counsel at 480-965-4550.)
Construction Related Activities – includes any remodeling activity such as installation of cabinets or shelving, painting, cutting or moving of walls. (except for CPMG and Facilities Development and Management)	Loans and Advances
Copiers** (contact Digital Document Services at 480-965-9833)	Material prohibited by State or Federal law (like fireworks or controlled substances.)
Employee Moving Expenses (except direct payments to moving companies. The P-Card may not be used for pre-move house-hunting trips or for expenses associated with the move from the old residence to the new residence.)	Medical, Health-Related Services
Fines, Penalties and Late Fees	Narcotics and all Drugs Paint (for any construction purpose, inside or outside of any building)
Firearms, Ammunition, and Explosives	Personal Purchases
Floor Coverings all floor covering purchases and/or installations must be approved by the Furnishing Services Group at 480-965-5378.	Postage must be purchased through Mail Services
Flowers (Must follow FIN 401-03 policy)	Print Work > <a href="http://print.asu.edu/printing_procedures">http://print.asu.edu/printing_procedures</a> .
Food (Food can only be purchased on a P-Card tied to a Local Account) Itemized receipts are required. Reference: FIN Manual 420-02	



Printing of Merchandise with the ASU Logo without approval from Trademark Management. The P-Card may be used to buy logoed promotional items and logoed merchandise from approved trademark  
Updated 5/24/2011

Licensees only. The department making the purchase should verify that the vendor is an approved licensee prior to purchase. Vendor and art approval status can be verified by contacting Trademark Management at 480-727-7848.

Printing of anything with the ASU Logo or Word Mark, Excluding Merchandise that does not adhere to ASU Graphic Standards (<http://www.asu.edu/gsm>) and the ASU Communication Guide (<http://www.asu.edu/commguide/>). Contact for logo / word mark approval.

Printing of Department Letterhead, Business Cards, Envelopes and other ASU Stationery (except through The ASU Print and Imaging Lab at 480-727-1636 or <http://print.asu.edu/>)

Purchases from ASU Employees (against State law.)

Purchases in which an ASU Employee has a Conflict of Interest, and that Employee Participates in the Purchase Process (against State law.)

Radioactive Materials

Rare and Precious Metals

Services from an Individual or Non-Incorporated Company (because of tax reporting requirements.)

Splitting Purchases to Circumvent the Card Limits (email [pcard@asu.edu](mailto:pcard@asu.edu) for temporary P-Card increase)

## Travel Expenses for Employees

NOT ALLOWED - Lodging and Food associated with employee travel should be put on the Diners Club Corporate Travel Card or personal credit card to be reimbursed through a Travel Claim Voucher.

ALLOWED EXPENSE ON P-CARD - Airfare for employees (in travel status), interviewees and consultants may be paid with the Purchasing Card.

ALLOWED EXPENSE ON P-CARD - Lodging in the metropolitan Phoenix area for interviewees, consultants as agreed via contract, and other non-employees.

ALLOWED EXPENSE ON P-CARD - Lodging and food purchases (food on local account only) for ASU hosted events and conferences.

Contact <http://cfo.asu.edu/purchasing-sunmart-hotel> concerning ASU Contracted Hotels.

UPS Store Purchases (The UPS Store is different from UPS shipping. UPS shipping—not purchased from the UPS Store—is allowable)

Window Coverings all window covering purchases and/or installations must be approved by the Furnishing Services Group at 480-965-5378.

(To every rule there is an exception: If you have an exception please email justification to [pcard@asu.edu](mailto:pcard@asu.edu))

\*\*ASU has partnered with Canon to create the Sustainable Digital University in support of our sustainability initiatives. For printing, scanning and other document needs, contact Document Services Director Robert Lane at [DigU@asu.edu](mailto:DigU@asu.edu). Our partners will visit your department, conduct an audit and needs assessment of your current document resources, and propose a right-sized integrated solution for your specific needs. This solution will allow your department to take full advantage of the University's standard technology model for sustainable digital document services.

**Note:** Sponsored Accounts have additional restrictions on Office Supplies and Postage, to include overnight services such as Federal Express or Airborne. (If the Grant specifies office supplies and/or postage as acceptable purchases the Sponsored Accountant needs to send an email to [pcard@asu.edu](mailto:pcard@asu.edu) to have this restriction lifted on the Purchasing Card).

## Appendix E - Grievant Services Request Form

For use by Arizona State University faculty



### Grievance Service Request Form

**Faculty**

**Instructions:** This form should be filled out completely and accompanied by the following required information: **1)** Brief statement setting forth the issues in the dispute; **2)** Documentation (policies identified at unit, department, college, school or university level that are pertinent to these issues); **3)** Specific remedy desired; **4)** The dated copy of the mediation or ombudsperson report, if applicable.

#### Faculty member requesting services (Grievant)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_  
☐ Office ☐ Home ☐ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Dispute

Date dispute arose: \_\_\_\_\_ Unit involved: \_\_\_\_\_  
 Are you proceeding with an attorney? ☐ Yes ☐ No Attorney name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Have you consulted with an ombudsperson? ☐ Yes ☐ No If yes, the dated copy of the ombudsperson's report is required.

#### Respondents

Name and contact information for individual(s) you identify as Respondent(s) to the dispute.

Respondent 1 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ ASU mail code: \_\_\_\_\_  
 Respondent 2 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ ASU mail code: \_\_\_\_\_

If necessary, indicate the number of additional respondents \_\_\_\_ (this is not common). Attach an additional sheet with their information.

#### Service options and submittal instructions

Submittal instructions are based on the type of service you are requesting. **Please note:** ACD Policy does not allow for a Grievance Service Request to be submitted via email.

- ☐ **Requesting service by mediation process:** Submit form and attachment(s) to the Office of the Ombudsperson
- ☐ **Requesting services by the grievance process:** Submit form and attachment(s) by hand delivery to the University Senate Office, Tempe campus, [INTDSB](#) room 361, or send via certified mail, return receipt requested to the Chair of the Grievance Clearinghouse Committee (address below).
- ☐ **Requesting service by grievance process following receipt of mediation report:** Date of report receipt: \_\_\_\_\_. Submit form and attachment(s) by hand delivery to the University Senate Office, Tempe campus, [INTDSB](#) room 361, or send via certified mail, return receipt requested to the Chair of the Grievance Clearinghouse Committee (address below).

Chair of the Grievance Clearinghouse Committee • University Senate Office • Arizona State University  
 PO Box 871703 • Tempe, AZ 85287-1703

#### Signature

By signing below, I acknowledge that I am the above-named grievant and I am submitting this grievance according to Academic Affairs Manual (ACD) policies: [ACD 509-01](#) and [ACD 509-02](#).

Printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix F - Grievant Service Request Form Supplement for Faculty



### Grievance Service Request Guide Supplemental for Faculty

This form is provided as a courtesy guide only. Grievants should always reference the source policy, which can be found in ACD [509-02](#) and Procedures manual ([P17](#)) when crafting their grievance request submittals.

#### Timeliness

- |   |                              |   |
|---|------------------------------|---|
| 1. Is the grievance request being filed within 30 calendar days from the occurrence of the action(s), which form the basis for the grievance? | <input type="checkbox"/> Yes | Provide documentation proving timeliness and skip to the next section: <b>jurisdiction</b> .    |
|   | <input type="checkbox"/> No  | Proceed to question 2.  |
| 2. Did you consult with an ombudsperson?  | <input type="checkbox"/> Yes | Proceed to question 3.  |
|   | <input type="checkbox"/> No  | A "No" answer to questions 1 and 2 indicates that your grievance is likely untimely.            |
| 3. If you consulted with an ombudsperson, are you filing your grievance service request within 30 calendar days of that consultation?         | <input type="checkbox"/> Yes | Provide documentation proving timeliness and proceed to the next section: <b>jurisdiction</b> . |
|   | <input type="checkbox"/> No  | Your grievance is likely untimely.  |

#### Jurisdiction

Per the Academic Affairs manual, grievance committees do not have the jurisdiction to evaluate the substance of a faculty member's original case. However, grievance committees may hear cases where alleged substantive policy or procedural violation may have occurred. To help determine jurisdiction you should ask yourself the following question and be sure to address this in your submittal: does the request for grievance service allege a substantive policy or procedural violation? The term "substantive policy/procedural violation" means of sufficient severity that it possibly caused an unfair, erroneous or improper decision

#### Respondents

Are you identifying a proper respondent? The respondent should be the **individual(s) who are alleged to have actively failed to comply with policy and/or procedure**.

- Where a change has occurred in the incumbent of an academic administrative office, the current administrator is the respondent.
- It is not appropriate to name the President, the Provost or the Dean, if the procedural error occurred at a lower level. They should be named if they themselves actively failed to comply with policy and/or procedure.
- Respondents and witnesses are different. A respondent is allowed to call witnesses and present evidence. A witness is not allowed to do these things. If an individual is not named as a respondent, allegations of misconduct by them should not be part of your grievance. They may still be called as a witness to the conduct of others
- Multiple or excessive respondents will often lead to delays and requests for reconsideration on your part.
- You do not have to name someone as a respondent in order to call her/him as a witness

#### Remedy sought

Have you clearly identified the remedy you seek? The remedies which a grievance committee can recommend are limited. Here are a few examples of acceptable remedies: extension of probation, a new review with procedural changes, a re-review with or without procedural changes, a review consistent with university, college and academic unit policies, if deviation from same was the issue. Please note: The Committee does not have jurisdiction to act as a tenure committee and substitute its judgment that the grievant met tenure requirements.

## Appendix G - Grievant Services Request Form

For use by Arizona State University Academic Professional



### Grievance Service Request Form Academic Professional

**Instructions:** This form should be filled out completely and accompanied by the following required information: **1)** Brief statement setting forth the issues in the dispute; **2)** Documentation (policies identified at unit, department, college, school or university level that are pertinent to these issues); **3)** Specific remedy desired; **4)** The dated copy of the mediation or ombudsperson report, if applicable.

#### Academic Professional requesting services (Grievant)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_  
☐ Office ☐ Home ☐ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Dispute

Date dispute arose: \_\_\_\_\_ Unit involved: \_\_\_\_\_  
 Are you proceeding with an attorney? ☐ Yes ☐ No Attorney name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Have you consulted with an ombudsperson? ☐ Yes ☐ No If yes, the dated copy of the ombudsperson's report is required.

#### Respondents

Name and contact information for individual(s) you identify as Respondent(s) to the dispute.

Respondent 1 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ ASU mail code: \_\_\_\_\_  
 Respondent 2 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ ASU mail code: \_\_\_\_\_

If necessary, indicate the number of additional respondents \_\_\_\_ (this is not common). Attach an additional sheet with their information.

#### Service options and submittal instructions

Submittal instructions are based on the type of service you are requesting. **Please note:** ACD Policy does not allow for a Grievance Service Request to be submitted via email.

- ☐ **Requesting service by mediation process:** Submit form and attachment(s) to the Office of the Ombudsperson
- ☐ **Requesting services by the grievance process:** Submit form and attachment(s) by hand delivery to the University Senate Office, Tempe campus, **INTDSB** room 361, or send via certified mail, return receipt requested to the Chair of the Academic Professional Grievance Committee (address below).
- ☐ **Requesting service by grievance process following receipt of mediation report:** Date of report receipt: \_\_\_\_\_. Submit form and attachment(s) by hand delivery to the University Senate Office, Tempe campus, **INTDSB** room 361, or send via certified mail, return receipt requested to the Chair of the Academic Professional Grievance Committee (address below).

Chair of the Academic Professional Grievance Committee • University Senate Office • Arizona State University  
 PO Box 871703 • Tempe, AZ 85287-1703

#### Signature

By signing below, I acknowledge that I am the above-named grievant and I am submitting this grievance according to Academic Affairs Manual (ACD) policies: [ACD 509-01](#) and [ACD 509-03](#).

Printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix H - Four Campuses, One Senate

### Academic Assembly Creates Single University Senate

During the 2008 spring semester, faculty on the four ASU campuses, acting through their Academic Senates and then as Academic Assemblies on each campus, approved a set of significant amendments to the Academic Constitution and Bylaws. These measures provide for a single, university-wide system of faculty governance that matches the previous restructuring of the university administration. As president of the Academic Assembly for the Tempe campus and as chair of the University Academic Council of the University Senate, I am writing to provide a basic explanation of those important and rather complex changes.

### Continuities

This new system does reflect important continuities with the past. It rests on the principles of shared governance as established by Arizona statute and by the Arizona Board of Regents. Also unchanged is the inclusive composition of the Academic Assembly: tenured and tenure-eligible faculty, fulltime contract faculty and academic professionals, members of the Emeritus College, and others designated in Article IA of the Academic Constitution. Assembly members are still represented in the senate through their primary academic unit, although the university's growing variety of schools, departments, and divisions makes the terminology more complex. Finally, presidents are annually elected from each campus for three-year terms. Thus, the system retains a representative, deliberative, senate with committees and an executive; the primary differences arise from integrating these systems from all four campuses.

### Representation

The basis of representation is the "degree-granting unit," which may be a department, school, or division. The primary goal is representing faculty with shared interests and in units where they meet. Because units differ in size, larger units have more representation; to reduce the possible service burden, units with very few members have the option of sharing representation with another unit(s). Units that are not degree-granting (such as the University Libraries) may petition the Senate's executive head, the University Academic Council of the Senate, for representation, and that body will also consider other petitions related to representation.

### One Senate

The senators chosen according to this system of representation will be members of the new University Senate. This single institution will meet, simultaneously, on the four campuses, connected by audio and video links. It will act on one agenda, deliberate on the same issues, and vote as one unit, making decisions on behalf of the entire Academic Assembly. While there is now only one Senate, the senators elected from units on individual campuses may, at their initiative, meet additionally to discuss issues of specific importance to their campus.



## University Academic Council

Each campus continues to elect someone annually to a three-year term, serving successively as president-elect, president, and past president, and these individuals continue to serve as presidents of the Academic Assembly for their campus. Instead of serving as presidents of their campus senates (which no longer exist), all presidents from each of the four campuses serve together as the University Academic Council of the University Senate (UAC). This body is the executive board for the Senate and the core of the Executive Committee of the Senate, together with Senate Committee chairs and other ex-officio members. The UAC chooses one of the four presidents to serve as its chair and as the presiding officer of the Senate.

## Committees

Creating a university-wide senate parallels the creation of university-wide committees. This includes not only the Senate's internal committees, such as the Student Faculty Policy Committee, but also the Curriculum and Academic Program Committee, which reports to the Senate. Other committees which have been campus-specific, such as the General Studies Committee, are now unified, with representation from all campuses and deciding on programs and policies for the entire university. Finally, the ASU grievance committees - the Committee on Academic Freedom and Tenure, and the Governance Grievance Committee - include members elected from each campus and function on a university-wide basis.

## Shared Governance

This new system is designed to fulfill all of the Academic Assembly's responsibilities of shared governance, with the authority to advise and propose on all matters of educational policy, faculty grievance, faculty personnel, financial affairs, university support services, and all other matters affecting the faculty and academic professional role in the university, its campuses, research parks, and other facilities. By creating a university-wide system we expect to act more expeditiously and to speak more clearly for the faculty. Drawing on the talents of senators from across the university and by creating an executive of 12 members, we intend to address questions of central importance to faculty members and to the continued progress of this institution.

Philip VanderMeer

Chair, University Academic Council June 2008

## Appendix I – Role Descriptions 1 through 9

Page	Role
112	Senate President
114	Campus President
116	Campus President-Elect
118	Campus Past President
120	Senate Secretary
122	Committee Chairperson
124	CAFT Committee Chairperson
126	Senator
128	Committee Member

## **Appendix I – Role Description 1 of 9 Senate President**

### **Description of service type**

President of the University Senate (all four campuses), Chair of the University Academic Council, Chair of the Senate Executive Committee Member, Chair of the Arizona Faculties Council (as requested).

### **Estimated service hours required**

800–900 hours per academic year

### **Primary role description**

- Oversee the functioning of the shared governance opportunity at ASU
- Make committee chair appointments
- Oversee the functioning of the UAC and the Executive Committee
- Preside over all Senate meetings and two Academic Assembly meetings
- Attend University Council and University Management meetings
- Return email and phone calls to constituents
- Attend Senate committee meetings
- Attend various University level committee meetings as ex-officio
- Participate in ASU commencement exercises
- Attend all ABOR meetings
- Make shared governance presentations to colleges and schools
- Meet with, and respond to requests from senior leadership on shared governance issues
- Communicate with faculty members, AP's, colleges, schools and administration as the expert on shared governance concepts, and develop service recognition letters for Senators

### **Support Available**

- Administrative support provided by the university
- Two course releases for the academic year, negotiated with unit director
- Office space in INTDSB Room 361
- Use of a Senate provided desktop computer
- All-campus parking permit
- Meeting space in INTDSB Room 365 and others as requested
- Teleconference and Zoom conferencing capabilities
- Parking reservations and vouchers
- Meeting arrangement assistance
- Historical feedback and policy support



## Acknowledgements

- Membership displayed on the University Senate website
- Service recognition letter sent to both your dean and unit chair
- Certificate of service awarded
- Honorary plaque awarded
- Placed in the website are currents of University Senate presidents

### Senate President Service hour calculation per academic year

Task description	Time in hours per month	Total time for academic year
Senate President Job	80.00	800.00
ABOR Travel	NA	15.00
ABOR meeting attendance	NA	48.00
<b>Total</b>		<b>863.00</b>

## **Appendix I – Role Description 2 of 9 Campus President**

### **Description of service type**

University Academic Council Member, Executive Committee Member and President of associated campus Assemblies

### **Estimated service hours required**

170–180 hours per academic year

### **Primary role description**

- Attend Senate leadership orientation
- Prepare for and attend monthly UAC meetings
- Prepare for and attend monthly Executive Committee meetings
- Prepare for and attend Monthly Senate meetings
- Review new course proposals
- Serve as the official observer for grievance hearings
- Return email and phone calls to Assembly members on your campus
- Explore and resolve issues brought to your attention by Assembly members and Senators
- Attend Academic Assembly receptions and serve as the primary Senate point of contact and speaker
- Travel to and attend ABOR and AFC meetings 4X per academic year
- Direct and participate in the recruitment of campus president – elect candidates
- Participate on special projects and committees as requested
- Attend meetings with the President and Provost
- Attend other meetings as requested

### **Support Available**

- Senate office staff support
- Meeting space in INTDSB Room 365 and others as requested
- Zoom-conferencing capabilities
- Parking vouchers
- Meeting arrangement assistance
- Historical feedback and policy support
- Website for product publication

## Acknowledgements

- Membership displayed on the University Senate website
- Service recognition letter sent to both your dean and unit chair
- Certificate of service awarded

### Campus President Service Hour Calculation per Academic Year

Task description	Time in hours per month	Total time for academic year
UAC meeting attendance	2.00	16.00
Prep time for UAC meeting	1.00	8.00
Senate meeting attendance	2.00	16.00
Recruitment of campus president–elects	1.00	4.00
Executive Committee meeting attendance	2.00	16.00
Executive Committee meeting prep	0.50	4.00
New course proposal reviews	1.00	8.00
Returning emails and phone calls to constituents	1.00	8.00
Academic Assembly meeting attendance	NA	6.00
ABOR meeting travel	NA	15.00
ABOR meeting attendance	NA	48.00
Special project assignments/committee	2.00	16.00
Attend University Council meetings		8.00
Total		173.00

## **Appendix I – Role Description 3 of 9 Campus President-Elect**

### **Committee**

University Academic Council and the Executive Committee

### **Estimated service hours required**

100–110 hours per academic year

### **Primary role description**

- Prepare for and attend monthly UAC meetings
- Prepare for and attend monthly Executive Committee meetings
- Prepare for and attend Monthly Senate meetings
- Review new course proposals
- Return email and phone calls to Assembly members on your campus
- Discuss issues brought to your attention by Assembly members and Senators with campus president, observe outcomes and results.
- Attend Academic Assembly Reception
- Participate on special projects and committees as requested
- Attend meetings with the Provost and President as requested
- Assist in the recruitment of campus president–elect candidates
- Serve as the backup to the campus president

### **Support Available**

- Senate office staff support
- Meeting space in INTDSB Room 365 and others as requested
- Teleconference lines
- Zoom-conferencing
- Parking vouchers
- Meeting arrangement assistance
- Historical feedback and policy support
- Website for product publication

## Acknowledgements

- Membership displayed on the University Senate website
- Service recognition letter sent to both your dean and unit chair
- Certificate of service awarded

### Campus President-Elect Service hour calculation per academic year

Task description	Time in hours per month	Total time for academic year
UAC meeting attendance	2.00	16.00
Prep time for UAC meeting	1.00	8.00
Senate meeting attendance	2.00	16.00
Executive Committee meeting attendance	2.00	16.00
Executive Committee meeting prep	0.50	4.00
New course proposal reviews	1.00	8.00
Returning email and phone calls to constituents	0.50	4.00
Academic Assembly meeting attendance	NA	6.00
Special project assignments/committee	2.00	16.00
Other Meetings		8.00
Total		173.00

## **Appendix I – Role Description 4 of 9 Campus Past President**

### **Committee**

University Academic Council and Executive Committee

### **Estimated service hours required**

100–110 hours per academic year

### **Primary role description**

- Prepare for and attend monthly UAC meetings
- Prepare for and attend monthly Executive Committee meetings
- Prepare for and attend Monthly Senate meetings
- Review new course proposals
- Return email and phone calls to Assembly members on your campus
- Discuss issues brought to your attention by Assembly members and Senators with campus president and resolve
- Attend Academic Assembly Reception
- Participate on special projects and committees as requested
- Attend meetings with the Provost and President as requested
- Assist in the recruitment of campus president – elect candidates
- Serve as the backup to both the campus president and the president – elect
- When possible, participate or direct other committees as requested

### **Support Available**

- Senate office staff support
- Meeting space in INTDSB Room 365 and others as requested
- Teleconference lines
- Zoom-conferencing capabilities
- Parking vouchers
- Meeting arrangement assistance
- Historical feedback and policy support
- Website for product publication

## Acknowledgements

- Membership displayed on the University Senate website
- Service recognition letter sent to both your dean and unit chair
- Certificate of service awarded

### Campus Past President Service hour calculation per academic year

Task description	Time in hours per month	Total time for academic year
UAC meeting attendance	2.00	16.00
Prep time for UAC meeting	1.00	8.00
Senate meeting attendance	2.00	16.00
Executive Committee meeting attendance	2.00	16.00
Executive Committee meeting prep	0.50	4.00
New course proposal reviews	1.00	8.00
Returning email and phone calls to constituents	0.50	4.00
Academic Assembly meeting attendance	NA	6.00
Special project assignments/committee	2.00	16.00
Other Meetings		8.00
Total		102.00

## **Appendix I – Role Description 5 of 9 Senate Secretary**

### **Description of service type**

Secretary to the Academic Assembly and Senate

### **Estimated service hours required**

175–200 hours per academic year

### **Primary role description**

- Attend Senate leadership orientation
- Prepare for and attend monthly UAC meetings
- Produce UAC, Executive Committee and Senate meeting minutes
- Prepare for and attend monthly Executive Committee meetings
- Prepare for and attend monthly Senate meetings
- Attend Council of Presidents meetings
- Coordinate annual Academic Assembly elections
- Return email and phone calls to Assembly members on your campus
- Explore and resolve issues brought to your attention by Assembly members and Senators
- Attend Academic Assembly receptions
- Travel to and attend ABOR and AFC meetings 4X per academic year

### **Support Available**

- Senate office staff support
- Meeting space in INTDSB Room 365 and others as requested
- Teleconference lines
- Zoom-conferencing capabilities
- Parking vouchers
- Meeting arrangement assistance
- Historical feedback and policy support
- Website for product publication



## Acknowledgements

- Membership displayed on the University Senate website
- Service recognition letter sent to both your dean and unit chair
- Certificate of service awarded

### University Senate Secretary Service hour calculation per academic year

Task description	Time in hours per month	Total time for academic year
Attend UAC Meetings	2.00	16.00
Edit UAC meeting Minutes	2.00	16.00
Prep time for UAC Meetings	1.00	8.00
ABOR Travel	NA	15.00
ABOR meeting attendance	NA	48.00
Attend Senate Meetings	2.00	16.00
Prep time for Senate Meetings	1.00	8.00
Edit Senate Meeting Minutes	2.00	16.00
Attend Executive Committee Meetings	2.00	16.00
Edit Executive Committee Meeting Minutes	1.00	8.00
Conducting annual President-elect elections	NA	8.00
Attend Academic Assembly Meetings	NA	4.00
Total		179.00

## **Appendix I – Role Description 6 of 9 Committee Chairperson**

### **Description of service type**

University Senate and/or standing committee chairperson

### **Estimated service hours required**

100–120 hours per academic year

### **Primary role description**

- Attend Senate leadership orientation
- Oversee operations of the committee
- Communicate regularly with committee members
- Set meeting schedule
- Develop meeting agendas
- Delegate committee tasks and functions
- Engage in research and correspondence on selected topics
- Develop proactive governance topics
- Respond expediently to Senate and faculty requests
- Provide periodic oral reports
- Write an annual report
- Attend monthly Executive Committee meetings

### **Support available**

- Senate office staff support
- Google organizational sites
- Meeting space in INTDSB Room 365 and others as requested
- Teleconference lines
- Zoom-conferencing capabilities
- Parking vouchers
- Meeting arrangement assistance
- Historical feedback and policy support
- Website for product publication

## Acknowledgements

- Membership displayed on the University Senate website
- Service recognition letter sent to both your dean and unit chair
- Certificate of service awarded

### Committee Chairperson Service hour calculation per academic year

Task description	Time in hours per month	Total time for academic year
Developing agendas and reading meeting prep materials	2.00	16.00
Communicating with Committee members via email	1.00	8.00
Communicating with members outside the committee via email	1.00	8.00
Conducting meetings	2.00	16.00
Other meetings and phone calls	1.00	8.00
Attending Senate meetings	2.00	16.00
Attending Executive Committee meetings	2.00	16.00
Writing and review project reports	variable	9.00
Preparing annual report	NA	2.00
Total Hours		99.00

## **Appendix I – Role Description 7 of 9 CAFT Committee Chairperson**

### **Description of Service Type**

Committee on Academic Freedom and Tenure Chairperson

### **Estimated service hours required**

150–170 hours per academic year

### **Primary role description**

1. Read cases and research relevant policy
2. Participate in grievance orientation with the Office of General Counsel
3. Make interpretations and draw conclusions based on ASU policy
4. Oversee grievance process from start to finish
5. Work with Senate office staff to facilitate grievance procedures as outlined in ACD 509-02
6. Develop formal correspondence with grievant, respondent and attorney
7. Return emails and phone calls to all parties
8. Correspond with both outside council and the ASU Office of General Counsel
9. Prepare and execute prehearings
10. Prepare and execute hearings
11. Develop final hearing reports
12. Work with Senate President to establish a vice chair
13. Prepare CAFT committee annual report

### **Support Available**

- Senate office staff support
- Outside legal counsel
- Orientation on process and procedure from the Office of General Counsel
- Meeting space in INTDSB Room 365 and others as requested
- Teleconference lines
- Zoom-conferencing capabilities
- Parking vouchers
- Meeting arrangement assistance
- Historical feedback and policy support
- Website for product publication

## Acknowledgements

- Membership displayed on the University Senate website
- Service recognition letter sent to both your dean and unit chair
- Certificate of service awarded

### CAFT Committee Chairperson Service hour calculation per academic year

Task description	Time in hours per month	Total time for academic year	
Reading cases and researching policy	NA	16.00	Average 8
Preparing letters for dissemination	4.00	32.00	
E-mailing and returning phone calls to grievants and respondents	2.00	16.00	
Corresponding with outside council	1.00	8.00	
Communicating with Senate office staff	1.00	8.00	
Preparing for prehearings	NA	18.00	Average 6
Preparing for hearings	NA	16.00	Average 4
Executing prehearings	NA	12.00	
Executing hearings	NA	12.00	
Preparing final reports	NA	12.00	
Prepare annual report	NA	2.00	
Total		152.00	

## **Appendix I – Role Description 8 of 9 Senator**

### **Description of Service Type**

University Senator representing an ASU degree granting unit, or a representational unit approved by the Senate.

### **Estimated service hours required**

50–60 hours per academic year

### **Primary role description**

1. Read and review the new Senator Orientation document
2. Prepare for and attend monthly Senate meetings
3. Participate on Senate standing committees when requested (see committee member description)
4. Develop/secure unit level distribution list
5. Provide Senate meeting highlights to unit members after each meeting
6. Answer constituent questions and/or bring forward questions/concerns to the Senate or campus President, as appropriate
7. Review new course proposals monthly
8. Review Senate agenda action items each month, provide feedback, and secure constituent feedback as needed and/or appropriate
9. Attend the biannual Academic Assembly Reception

### **Support Available**

- Senate meeting reminders, including agenda and agenda updates
- Senate office staff support
- Meeting space in INTDSB Room 365 and others as requested
- Historical feedback and policy support
- Website for product publication

### **Acknowledgements**

- Membership displayed on the University Senate website
- Service recognition letter sent to both your dean and unit chair
- Certificate of service awarded

**Committee Chairperson**  
**Service hour calculation per academic year**

<b>Task description</b>	<b>Time in hours per month</b>	<b>Total time for academic year</b>
Reading Senate materials prior to meetings	1.00	8.00
Reviewing and distributing Senate email correspondence	0.50	4.00
Development of unit DL	NA	1.00
Reviewing new course proposals	1.00	8.00
Attending Senate meetings	2.00	16.00
Attendance at the Academic Assembly Meeting	NA	2.00
Developing and sending Senate meeting highlights to peers	1.00	8.00
Answering email from unit peers	0.50	4.00
Total		51.00

## **Appendix I – Role Description 9 of 9 Committee Member**

### **Committee**

University Senate and Standing Committees

### **Estimated service hours required**

40–50 hours per academic year

### **Primary role description**

- Prepare for and attend all committee meetings
- Communicate with committee members and discussions via email
- Performed assigned committee tasks
- Monitor assigned committees
- Develop projects, reports and research as requested

### **Support Available**

- Senate office staff support
- Meeting space in INTDSB Room 365 and others as requested
- Teleconference lines
- Zoom-conferencing capabilities
- Parking vouchers
- Meeting arrangement assistance
- Historical feedback and policy support
- Website for product publication




## Acknowledgements

- Membership displayed on the University Senate website
- Service recognition letter sent to both your dean and unit chair
- Certificate of service awarded

### Committee Member Service hour calculation per academic year

Task description	Time in hours per month	Total time for academic year
Reading prep material for meetings	0.50	4.00
Attending committee meetings	2.00	16.00
Assigned committee tasks	1.00	8.00
Communicating with committee members via email	0.50	4.00
Monitoring assigned committees	0.50	4.00
Participating in project work	NA	6.00
Total		42.00

## Appendix J – Records Retention Schedules

State of Arizona		RECORDS RETENTION AND DISPOSITION SCHEDULE			
		Department of Library, Archives & Public Records RECORDS MANAGEMENT DIVISION 1919 West Jefferson Street Phoenix, Arizona 85009 542-3741			
		PAGE 1 OF 1			
<input checked="" type="checkbox"/> STATE AGENCY	<input type="checkbox"/> POLITICAL SUBDIVISION	AGENCY NAME Arizona State University			
ORG. UNIT/DIVISION Academic Senate		OFFICE Administrative Office	PHONE 965-2222		
ADDRESS Box 872202		CITY Tempe	ZIP AZ 85287-2202		
SUBMITTED BY Darby Shaw		TITLE Administrative Associate	SIGNATURE <i>Darby Shaw</i>		
No.	RECORDS SERIES	RETENTION PERIOD (YRS.)			REMARKS
		OFFICE	R.C.	TOTAL	
1.	Senate President's Files				
	a. Grievances	3	-	3	After resolved.
	b. Other	1	-	1	After expired. Transfer to ASU Archives.
2.	Annual Reports	5	-	5	After FY prepared. Transfer to Archives.
3.	Minutes	5	-	5	After FY prepared. Transfer to Archives.
4.	Faculty Preference Survey				
	a. Final Report	1	-	1	After published. Transfer to Archives.
	b. Support Materials	-	-	-	After published.
5.	Subject/Research Files	2	-	2	After fiscal year prepared.
6.	*Committee Files	5	-	5	
	a. Annual Reports/Minutes	5	-	5	After FY prepared. Transfer to Archives.
	b. Case Files	5	-	5	After closed.
	c. Working Files	2	-	2	After closed.
	*Includes Committee on Committees, Curriculum & Academic Programs, Student Faculty, Faculty Personnel, Financial Affairs, University Services, Physical Plant, Computer Utilization, Academic Freedom, Governance Grievances, Governance Clearinghouse and Ad Hoc committees.				NOTE: "Archives" refers to ASU University Archives, which will appraise all transferred files for continuing historical value.
APPROVED BY: <i>[Signature]</i>		APPROVAL DATE: AUG 26 1993			
DIRECTOR, DEPARTMENT OF LIBRARY, ARCHIVES & PUBLIC RECORDS		SUPERSEDES REQUEST APPROVED:			





## Get involved:

Interested in service with the University Senate?  
Contact your current campus president or  
the University Senate office

## Questions

For questions regarding this document, please call  
the University Senate Office at 480-965-2222