Report of the Bylaws Task Force

May, 2010

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The Bylaws Task Force was formed in the Fall 2009 to provide guidance and assistance to colleges and academic units regarding their bylaws. During the previous year, the University Senate had adopted numerous changes to ACD policies, many of which made new requirements on unit-level bylaws. In addition, several academic reorganizations had led to merging of previous academic units and other changes in administration.

The academic policy ACD 111-02 requires that "All colleges and academic units must have bylaws, approved by a majority of the unit faculty." In light of the many changes, it was therefore necessary for all units to review and/or revise, and even to establish, appropriate bylaws in keeping with ACD policies. It was also recognized that many continuing units did not have current bylaws, or did not know where they were or their status.

During the Fall, the Task Force developed several documents to assist the faculty with the task. The documents included a list of pertinent excerpts from the ACD policies, a template outline for a bylaws document with references to ACD policies, and a set of Frequently Asked Questions. The documents were conveyed to senators and deans for distribution to academic units as well as at the college level.

Changes to ACD policies require review and approval by the administration. Most of the ACD policies adopted by the Senate during 2008-09 were approved late in the Fall semester. Others continued under review, and were augmented with additional ACD policies adopted by the Senate during 2009-10. Because the official ASU policy web pages continued to show the older policies, the versions as adopted by the Senate were made available separately for use by the academic units.

In the Fall, the Task Force made a survey through all senators regarding the known status of their units and bylaws. The responses were difficult to digest, but clearly indicated considerable confusion or misunderstandings of the existence, approval, or operational status of unit and college bylaws.

The Task Force repeated the survey in April 2010. A statistical summary of the responses, indicating good progress on the bylaws, is attached in the first table.

By examining the responses in detail, it was found that there was very little information from some areas of the university. Some misunderstandings were also still evident. Senators were contacted directly to provide additional information.

Based on all responses, considerable progress has been made on unit bylaws. The results are tabulated in the second attached table, which shows all academic units and 'faculty'-level sub-units (adjusted for the latest reorganization). Of the 91 college-level units, academic units, and sub-units in the table, nearly 60% have bylaws that are 'approved' or 'pending approval.' This number includes sub-units and units that are opting to use bylaws at a higher level. It must be noted that the term 'approved' sometimes means that the faculty have completed their role, but final administrative approval has not yet been given. Furthermore, it is known that some units claim 'approved' bylaws from the past, but have not reviewed them recently.

The bylaws for about 8 units are in the process of being revised. Overall, about 2/3 of all units reported to either have bylaws that are approved, pending approval, or under revision. Information is lacking for the remaining 1/3 of the units, although most of them are believed to have bylaws that are approved or under revision.

Continued reminders and vigilance will be necessary to ensure that all organizational units have reviewed their bylaws and made any changes necessary to comply with ACD policies.

1 - A. Are you in a Sub-Unit		
Yes	22	49%
No	23	51%

1 - B. Sub-Unit has Bylaws		
Yes	14	64%
No	6	27%
I don't know	2	9%

1 - C. Sub-Unit Bylaws St	tatus	
Approved	7	50%
Being Written	1	7%
Pending Approval	3	21%
Replaced by Unit	1	7%
Under Revision	2	14%
Unknown	0	0%

2 - A. Are you in an Academic	Unit	
Yes	38	84%
No	7	16%

2 - B. Academic Unit has Bylaws		
Yes	29	76%
No	4	11%
I don't know	3	8%
Uses College Bylaws	2	5%

2 - C. Unit Bylaws are Approv	ed	
Yes	24	83%
No	5	17%

2 - D. Unit Bylaws Pending		
Yes	4	80%
No	1	20%

2 - E. Unit Uses Which Bylaws?		
Pending Set	2	50%
Previous Set	2	50%

3 - A. College Has Bylaws		
Yes	38	84%
No	3	7%
I don't know	4	9%

3 - B (Yes). Bylaws Are Approved		
Yes	30	79%
No	8	21%

3 - C. Bylaws are Pending	g	
Yes	7	88%
No	1	13%

3 - D. College Uses Which	h By	laws
Pending Set	3	43%
Previous Set	4	57%

3 - B (No). College is Creating Bylaws					
Yes	2	67%			
No	1	33%			

Sheet1

Bylaw Status by Organizational Unit. May, 2010

School of Social and Family Dynamics

W P Carey School of Business School of Accountancy W P Carey School of Business School of Accountancy W P Carey School of Management & Agribusiness School of Accountancy Department of Economics Department of Eninance Department of Finance Department of Information Systems Department of Information Systems Department of Management Department of Management Department of Marketing Department of Supply Chain Management Department of Supply Chain Management Department of Supply Chain Management Herberger Institute of Design and the Arts School of Architecture and Landscape Architecture School of Architecture and Landscape Architecture School of Arks, Media and Engineering School of Arts, Media and Engineering School of Dance School of Dance School of Biological and Health Systems Engineering School of Biological and Health Systems Engineering School of Computing, Informatics, and Design Systems Eng. Faculty of Computer Schoence and Engineering School of Electrical, Computer and Energy Engineering School of Electrical, Computer and Energy Engineering School of Electrical, Computer and Aerospace Chemical and Materials Faculty of Mechanical And Aerospace Engineering Faculty of Mechanical and Aerospace Engineering Faculty of Chemical Engineering School of Sustainable Engineering and the Built Environment Faculty of Chemical Engineering Faculty of Comstruction Faculty of Construction Faculty of Herbanical Sudies Fa		College Level	Acad. Unit Level	Subunit Level
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School of Human Communication School of Human Evolution and Social Change Approved	Faculty of Philosophy			
School of Human Evolution and Social Change Approved	Faculty of Religious Studies			
School of International Letters and Cultures	School of Human Evolution and Social Change		Approved	
	School of International Letters and Cultures		Being revised	
School of Life Sciences Approved			Approved	
(Flexible faculties are listed, but are all under School Bylaws))		
School of Mathematical & Statistical Sciences School of Social and Family Dynamics School of Social and Family Dynamics			Being revised	

Sheet1

School of Social Dynamics Pending approval

Faculty of African and African American Studies

Faculty of Asian Pacific American Studies

Faculty of Women and Gender Studies

Faculty of Women and Gender Studies Pending approval

Department of Aerospace Studies

Department of Chemistry and Biochemistry

Department of English Approved

Department of Military Science

Department of Physics Approved

Department of Psychology

Department of Speech and Hearing Science Approved

Department of Transborder Chicana/o and Latina/o Studies Approval pending

Program of American Indian Studies Program of Film and Media Studies

Program of Jewish Studies

Center of Solid State Science Approved

College of Law Approved

University Libraries Approved

Downtown Campus

College of Nursing and Health Innovation Approval pending

Program in Exercise and WellnessNot a unitProgram in NursingNot a unitProgram in NutritionNot a unitProgram in Healthcare InnovationNot a unit

Walter Cronkite School of Journalism Approved

School of Letters and Sciences Approved

Faculty in Behavorial Health
Uses college
Faculty in Interdisciplinary and Liberal Studies
Uses college
Faculty in Interdisciplinary Humanities and Communication
Uses college
Faculty in Languages and Cultures
Uses college
Faculty in Science, Mathematics and Social Science
Uses college
Faculty in Social Science
Uses college

College of Public Programs Approved

School of Community Resources and Dervelopment

School of Criminology and Criminal Justice

School of Public Affairs

School of Social Work Approved

Polytechnic Campus

College of Technology and Innovation Approval pending

Department of Applied Sciences and Mathematics Uses college

Department of Engineering

Department of Engineering Technology Approved

Program in Applied Psychology

Sheet1

West Campus

College of Teacher Education and Leadership Division of Educational Leadership and Innovation Division of Undergraduate Teacher Preparation

New College of Interdisciplinary Arts and Sciences Division of Humanities, Arts, and Culture Studies Division of Mathematical and Natural Sciences Division of Social and Behavorial Studies Approval pending

Approval pending

Approval pending

Approval pending Approved

Note: The term 'approved' can include 'approval pending' as well as approved but unreviewed bylaws from the past.