

## Report of the Bylaws Task Force

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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.

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

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

<b>1 - C. Sub-Unit Bylaws Status</b>		
Approved	7	50%
Being Written	1	7%
Pending Approval	3	21%
Replaced by Unit	1	7%
Under Revision	2	14%
Unknown	0	0%

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

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

<b>2 - C. Unit Bylaws are Approved</b>		
Yes	24	83%
No	5	17%

<b>2 - D. Unit Bylaws Pending</b>		
Yes	4	80%
No	1	20%

<b>2 - E. Unit Uses Which Bylaws?</b>		
Pending Set	2	50%
Previous Set	2	50%

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

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

<b>3 - C. Bylaws are Pending</b>		
Yes	7	88%
No	1	13%

<b>3 - D. College Uses Which Bylaws</b>		
Pending Set	3	43%
Previous Set	4	57%

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

**Bylaw Status by Organizational Unit. May, 2010**

	College Level	Acad. Unit Level	Subunit Level
<b>Tempe Campus</b>			
W P Carey School of Business	Approved		
School of Accountancy		Approved	
Morrison School of Management & Agribusiness		Approved	
Department of Economics			
Department of Finance		Approved	
Department of Information Systems		Approved	
Department of Management		Being revised	
Department of Marketing			
Department of Supply Chain Management		Approved	
Herberger Institute of Design and the Arts	Approved		
School of Architecture and Landscape Architecture		Approved	
School of Art		Being revised	
School of Arts, Media and Engineering		In preparation	
School of Dance			
School of Music		Approval pending	
School of Theatre and Film		Approved	
Ira A Fulton School of Engineering	Under revision		
School of Biological and Health Systems Engineering		Approval pending	
School of Computing, Infomatics, and Design Systems Eng.		Approval pending	
Faculty of Computer Science and Engineering			Unit bylaws
Faculty of Industrial Engineering			Unit bylaws
School of Electrical, Computer and Energy Engineering		Approval pending	
School of Mechanical, Aerospace, Chemical and Materials		Being revised	
Faculty of Mechanical and Aerospace Engineering			Unit bylaws
Faculty of Chemical Engineering			Approved
Faculty of Materials			Unit bylaws
School of Sustainable Engineering and the Built Environment		Approved	
Faculty of Construction			Unit bylaws
Faculty of Civil, Environmental, and Sustainable Engineering			Unit bylaws
College of Liberal Arts and Sciences	Revisions pending		
School of Earth and Space Exploration		No	
School of Geographical Sciences and Urban Planning			
Planning Program			
School of Government, Politics, and Global Studies		Approved	
Program in Global Studies			Approved
Program in Political Science			
School of Historical, Philosophical, and Religious Studies		No	
Faculty of History			No
Faculty of Philosophy			
Faculty of Religious Studies			
School of Human Communication			
School of Human Evolution and Social Change		Approved	
School of International Letters and Cultures		Being revised	
School of Life Sciences		Approved	
(Flexible faculties are listed, but are all under School Bylaws)			
School of Mathematical & Statistical Sciences		Being revised	
School of Social and Family Dynamics			



**West Campus**

College of Teacher Education and Leadership	Approval pending	
Division of Educational Leadership and Innovation		Approval pending
Division of Undergraduate Teacher Preparation		
New College of Interdisciplinary Arts and Sciences	Approval pending	
Division of Humanities, Arts, and Culture Studies		Approval pending
Division of Mathematical and Natural Sciences		Approved
Division of Social and Behavioral Studies		

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