

## Bylaw II Changes

**Perfecting Changes** are corrections to oversights or errors in the current version of the document and are unlikely to require discussion.

### Bylaw II of the University Senate

Bylaw designating the standing committees of the University Senate and clarifying the relationship of joint faculty-student committees and university committees and boards to the University Senate.

#### A. Introduction

For the purpose of carrying out its functions as enumerated in Article II.D and as implied under Article I.D.1 of the constitution, the University Senate through this bylaw does hereby establish senate committees.

#### B. **University Senate Standing Committees**

##### 1. Committee structure

###### **a. Administrative committees**

1. the Executive Committee
2. the Committee on Committees.

###### **b. Academic affairs committees**

1. the Curriculum and Academic Programs Committee
2. the Personnel Committee
3. the Student-Faculty Policy Committee.

###### **c. Other committees**

1. the University Services and Facilities Committee
2. the Research and Creative Activities Committee (RCA)

2. The normal term of the elected members of any senate committee shall be two years. Membership on a senate committee terminates upon expiration of senate membership.

3. The purpose and function of senate committees shall be to provide services, process information, and generate recommendations so that the senate may carry out its responsibilities as indicated in Article I.D.1. and Article II.D. of the constitution:

- a. senate committees generally will deal with matters of policy that pertain to two or more colleges, schools, campuses, or to the university as a whole
- b. senate committees may, by majority vote, request the Committee on Committees or the UAC to nominate members of the Academic Assembly to *ad hoc* committees for specific tasks
- c. a senate committee may consider matters referred to it by the senate, by the UAC, by members of the Academic Assembly, by the faculties and academic professionals of the colleges or schools, or by other senate committees

- d. recommendations of a senate committee concerning interpretation of policy may be communicated by the committee to inquiring persons or agencies directly without consulting the senate. Such recommendations shall be reported as information items in the committee's monthly report to the senate
- e. recommendations of a senate committee concerning revision of policy or the establishment of new policy shall be made to the senate. Approved recommendations shall be sent to the university president by the UAC. Recommendations involving change in the constitution or bylaws are treated under Article III of the constitution
- f. each senate committee shall record its activities and compile and send an annual report to the UAC prior to the last scheduled meeting of the University Senate for the academic year

~~g.~~ Between January 1 and June 1 annually, the president – elect of the University Senate, working with the University Senate President, the chair of the Committee on Committees and the current committee chair, should appoint a chair-elect for each senate committee and Senate standing committee. Chairpersons should be selected from the existing committee roster but may be appointed from outside that roster if no suitable candidates are identified. If a committee chair cannot be selected within this time frame, then the senate president shall make all appointments no later than the start of the fall semester. Individuals selected to serve as chairs of senate standing committees shall be considered voting members of the Senate. If selected in their final year of committee service, chair-elects shall have their service extended one additional year to accommodate serving in the chairperson role. With the exception of the Committee on Committees, which has a two year term, the term for all other committee chairpersons is one academic-year.

~~g.~~ between June 1 and August 31 of each academic year, the UAC shall appoint a chair for each senate committee. The first regular meeting of each committee shall be held during the first four weeks of the fall semester.

~~h.~~ In the event a Senate committee chairperson vacates a position during the academic year, the Senate President shall appoint a new person to serve as chair and the appointment process for the chair-elect, shall be followed

~~i.~~ The first regular meeting of each Senate committee should be held no later than October 1 annually.

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

5. The senate may ask the university president to instruct a university standing committee to serve as an *ad hoc* committee of the senate to perform a specific task related to an area of responsibility common to both the senate and that standing committee.

6. The senate, through its leadership, shall, at its option, maintain representation on university standing committees and boards through:

- a. *ex officio* representation from the Academic Assembly on all university standing committees and boards with appointment by the senate

**Commented [CB1]:** Task Force Rationale: In order for Senate Committees to conduct their business efficiently and effectively, it is necessary to establish practices that identify committee leadership prior to the start of the fall semester and ensure continuity of the Committees' work from one year to the next.

- b. each senate committee should maintain liaison with those university standing committees and boards that relate to their mission.

## 7. Administrative committees of the senate

### a. Executive Committee

#### 1. Membership

- a. *ex officio* voting members: the members of the UAC, the secretary of the University Senate, the parliamentarian of the University Senate, the chairs of University Senate standing committees
- b. *ex officio* nonvoting members: the university president, the provost of the university, a representative of Undergraduate Student Government, and the president of the Graduate and Professional Students Association
- c. the chair of the UAC or his or her designee shall preside.

#### 2. Purpose and function

- a. to prepare the agenda for meetings of the University Senate. Each agenda shall reserve time for the university president to bring matters to the senate and for reports from senate committees
- b. to facilitate the actions of the senate as it acts upon faculty and academic professional business
- c. to evaluate continuously the committee structure of the senate and of the university, and to recommend improvements thereof to the senate
- d. to provide advice to the UAC and to senate committee chairs, and to coordinate their functions
- e. to direct pending business of the senate to the appropriate committee(s)
- f. to perform other functions as the senate and UAC may direct.

### b. Committee on Committees

#### 1. Membership

- a. elected: ~~seven senators, including representation from each of the campuses, and one academic professional from any campus. seven senators elected by the senate, including three faculty members from the Tempe campus, one faculty member from the West, Polytechnic, and Downtown Phoenix campuses, and one academic professional from any campus, and the campus presidents from the UAC. Senators' votes will only be counted toward nominees from their own campus. The committee should have representation from tenure/tenure eligible as well as non-tenure eligible faculty.~~
- b. *ex officio* voting members: University Senate president and the campus presidents ~~from the UAC.~~

**Commented [CB2]:** Task Force Rationale: Currently Senators from the Downtown Phoenix, West and Polytechnic campus bear a larger percentage of the Senate committee service requirements relative to the size of their respective campus assemblies. This change ensures campus representation while providing for an equitable distribution of the committee service work across all four of the campuses.

**Commented [CB3]:** Task Force Rationale: Current practice is for all Senators to ratify the committee roster slate at Senate meeting #1 annually. Additionally, Senate membership is based on unit identity and not campus identity.

**Commented [CB4]:** Task Force Rationale: As the size and proportion of faculty who are non-tenure eligible grow, these faculty members should be represented in discussions related to the responsibilities of the Committee on Committees.

- c. *ex officio* nonvoting members: the university president, the provost of the university, or their designees
- d. the term of the elected members shall be two years. One-half of the elected members shall be replaced each year.

2. Purpose and function

- a. to nominate faculty and academic professionals to:
  - 1. senate committees other than the committees on Curriculum and Academic Programs Committee (CAPC)
  - 2. standing university committees and boards
  - 3. campus president-elects
- b. to forward to the University Senate nominations for membership on committees which, whenever possible, shall exceed the number of vacancies. The University Senate may nominate additional candidates from the floor
- c. to forward nominations for other committees to the appropriate authority, which shall make the appointment(s) from the nominees recommended
- d. to nominate faculty and academic professionals to fill temporary vacancies on committees described in (a) above. The UAC shall make appointments from among the nominees to fill the position for the remainder of the term
- e. to nominate faculty and academic professionals to serve on administratively initiated committees, task forces, presidential committees, or other positions needing Academic Assembly representation
- f. to ensure that diverse areas of the university are represented on committees whenever feasible
- g. to provide for continuity in committee membership, consistent with the concept of rotation
- h. to supervise elections in the senate.

8. Academic affairs committees of the University Senate

**a. Curriculum and Academic Programs Committee**

1. Membership

- a. elected: each college shall have one member. Elected members must be a tenured/tenure-track faculty member, contract faculty member with a MY or RMY status, or an academic professional with continuing status, and may not hold an administrative position of director or higher

- b. *ex officio* nonvoting members: the university president, the provost of the university, vice provost for Graduate Education, university librarian, and the chair of the UAC, or their designees
- c. the term of the elected members shall be two years. One-half of the elected members shall be replaced each year.

2. Purpose and function

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

1. course proposals
2. proposed establishment or disestablishments of academic units, such as colleges, schools, and divisions
3. academic programs, including degrees, certificates, minors, and concentrations
4. academic policies affecting more than one college or school, including changes in existing programs.

**Commented [CB5]:** Task Force Rationale: review of course proposals is conducted by the Senate body as a whole and is not delegated to the CAPC

- b. to review and make recommendations concerning:

1. honorary degree policies and criteria
2. proposed curriculum changes ranging from specific to programs
3. General Studies program
4. graduate programs
5. research proposals affecting curriculum
6. extended education
7. graduation requirements

- c. CAPC may create subcommittees, as needed.

3. Relationships

- a. the chair of the CAPC is a member of the Executive Committee and an *ex officio* member of the University Curriculum Advisory Committee and the Honors Faculty Council
- b. the CAPC maintains liaison relationships with the Honorary Degrees Committee, the General Studies Council, and the Graduate Council.

**Commented [CB6]:** Task Force Rationale: Currently Senators from the Downtown Phoenix, West and Polytechnic campus bear a larger percentage of the Senate committee service requirements relative to the size of their respective campus assemblies. This change ensures campus representation while providing for an equitable distribution of the committee service work across all four of the campuses.

**b. Personnel Committee**

1. Membership

- a. elected: 12 senators including representation from each of the campuses elected by the senate, including five from the Tempe campus and two each from the West, Polytechnic, and Downtown Phoenix campuses, and one additional member that must be an academic professional with full-time multi-year, probationary, or continuing appointment status. Senators' votes will only be counted toward nominees from their own campus. The committee should have representation from tenure/tenure eligible as well as non-tenure eligible faculty.

**Commented [CB7]:** Task Force Rationale: Current practice is for all Senators to ratify the committee roster slate at Senate meeting #1 annually. Additionally, Senate membership is based on unit identity and not campus identity.

**Commented [CB8]:** Task Force Rationale: As the size and proportion of faculty who are non-tenure eligible grow, these faculty members should be represented in discussions related to the responsibilities of the Personnel Committee.

- a. *ex officio* nonvoting members: the university president, the provost of the university, and the chair of UAC or their designees
- b. the term of the elected members shall be two years. One-half of the elected members shall be replaced each year.

2. Purpose and function

To serve in a policy-forming and advising capacity in the study, clarification, and formulation of policies and procedures affecting faculty and academic professionals as specified in the constitution, including but not limited to:

- a. university programs for faculty development in research and training
- b. faculty promotion and tenure review policies and practices
- c. faculty employment policies and practices including hiring and affirmative action
- d. salary and compensation review policies
- e. grievance policy and procedures
- f. sabbatical or other leaves of absence
- g. retirement and health care policies.

3. Relationships

The Personnel Committee maintains communication regarding policies and procedures with the University Promotion and Tenure Committee, the Governance Grievance Committee, the Academic Freedom and Tenure Committee, and the Council for Research and Creative Activities, and the ~~Committee on Academic Professional Status.~~

**c. Student-Faculty Policy Committee**

1. Membership

- a. elected: 11 senators ~~elect~~ ~~by the senate, including five from the Tempe campus and two each from the West, Polytechnic, and Downtown Phoenix campuses. Senators' votes will only be counted toward nominees from their own campus including representation from each of the campuses. The committee should have representation from tenure/tenure eligible as well as non-tenure eligible faculty.~~
- b. *ex officio* nonvoting members: the university president, the provost of the university, the chair of the UAC, the dean of Student Affairs, and one representative each from Undergraduate Student Government and the Graduate and Professional Students Association, or their designees
- c. the term of elected members shall be two years. One-half of the elected members shall be replaced each year.

2. Purpose and function

**Commented [CB9]:** Task Force Rationale: Per UAC transmittal to Provost Searle on 11-11-2015 this committee has been dissolved but was never removed from ACD.

**Commented [CB10]:** Task Force Rationale: Currently Senators from the Downtown Phoenix, West and Polytechnic campus bear a larger percentage of the Senate committee service requirements relative to the size of their respective campus assemblies. This change ensures campus representation while providing for an equitable distribution of the committee service work across all four of the campuses.

**Commented [CB11]:** Task Force Rationale: Current practice is for all Senators to ratify the committee roster slate at Senate meeting #1 annually. Additionally, Senate membership is based on unit identity and not campus identity.

**Commented [CB12]:** Task Force Rationale: As the size and proportion of faculty who are non-tenure eligible grow, these faculty members should be represented in discussions related to the responsibilities of the Student-Faculty Policy Committee.

To serve in a policy-forming and advising capacity in matters governing student conduct, consistent with the *Rules for Maintenance of Public Order* and the *Student Code of Conduct*, in matters concerning student organizations, and in other matters related to students, including:

- a. undergraduate and graduate admission and readmission policies and procedures
- b. registration, graduation requirements, grading policies, scheduling, withdrawal policies, course load maximums, and program of study filing requirements
- c. student activities related to academic development, including: advisement, counseling, and academic organizations
- d. policy development with respect to student-faculty-administration relationships
- e. review of organized extra-classroom activities to assess their continued effective relation to university academic goals
- f. policy development with respect to academic integrity
- g. review of undergraduate education, including teaching in a research institution.

### 3. Relationships

To liaison with the Undergraduate Admissions Board, the Registrar's Advisory Committee, the University Undergraduate Standards Committee, the Office for Graduate Education, Undergraduate Student Government, and the Graduate and Professional Students Association.

## 9. Other Committees of the Senate

### a. University Services and Facilities Committee

#### 1. Membership

- a. elected members: 11 senators elected by the senate, including five from the Tempe campus and two each from the West, Polytechnic, and Downtown Phoenix campuses. Senators' votes will only be counted toward nominees from their own campus including representation from each of the campuses. The committee should have representation from tenure/tenure eligible as well as non-tenure eligible faculty.
- b. *ex officio*: the university president, the provost of the university, the executive vice president, treasurer, and chief financial officer of the university, and the chair of the UAC or their designees
- c. the term of elected members shall be two years. One half of the elected members shall be replaced each year.

#### 2. Purpose and function

To serve in an advisory capacity in the study, clarification, and formulation of policy and procedures in areas affecting the university, including:

- a. strategic planning, annual budget planning, and allocation of university resources

**Commented [CB13]:** Task Force Rationale: Currently Senators from the Downtown Phoenix, West and Polytechnic campus bear a larger percentage of the Senate committee service requirements relative to the size of their respective campus assemblies. This change ensures campus representation while providing for an equitable distribution of the committee service work across all four of the campuses.

**Commented [CB14]:** Task Force Rationale: Current practice is for all Senators to ratify the committee roster slate at Senate meeting #1 annually. Additionally, Senate membership is based on unit identity and not campus identity.

**Commented [CB15]:** Task Force Rationale: As the size and proportion of faculty who are non-tenure eligible grow, these faculty members should be represented in discussions related to the responsibilities of the University Services and Facilities Committee.

- b. technology transfer policies, including patents and copyrights
- c. university services and facilities, including parking services, the libraries, and computing services
- d. information services, including information gathering and dissemination on issues affecting higher education, faculty, and academic professionals
- e. public relations initiatives, including those of the university's public relations units, the ASU Foundation, and the Alumni Association.

**b. Research and Creative Activities Committee**

1. Membership

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

2. Purpose and function

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

3. Relationships

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

C. Joint Faculty-Student Committees



1. The Committee on Committees shall nominate to the university president faculty to serve on committees formed by authority of the ASASU Constitution.
2. Faculty on committees formed by authority of the ASASU Constitution shall act in a manner consistent with university policy, and refer any questions of interpretation or conflict of policy arising in the student committee to the Student-Faculty Policy Committee.
3. The UAC, in consultation with ASASU, shall appoint students to *ex officio* membership on those senate committees it believes appropriate.
4. The senate shall request that the university president appoint such faculty-student *ad hoc* committees as it shall deem advisable for the purpose of obtaining the counsel of faculty and students in carrying out its constitutional responsibilities.
5. All faculty-student committees and boards shall file a copy of all reports with the UAC for the information of and possible reaction by the senate.

#### D. Relationship of University Standing Committees to the Senate

1. University standing committees and boards are university-wide and have continuing functions as designated by the university president. The university president may establish or discontinue university standing committees and boards, reporting such actions to the University Senate.
2. Members of the Academic Assembly shall be nominated for membership on university standing committees and boards by the Committee on Committees.
3. University standing committees and boards report to the university president, filing a copy, **when requested**, of all reports promptly with the UAC for transmittal to the appropriate liaison senate standing committee(s).

When a university standing committee or board finds a matter that is a responsibility of the senate, it shall recommend changes of policy to the senate, through the UAC, and shall support such recommendations by describing the current situation and the purpose and probable consequences of the change. The senate will treat the recommendation as if it were a recommendation from a senate committee.

4. Senate committees may ask appropriate university standing committees and boards for information on university policy related to the areas that are responsibilities of the senate under the constitution.
5. The UAC shall evaluate the effectiveness of the university standing committees and board structure and recommend improvements thereof to the senate.