

Article II Changes

II. The University Senate

A. Membership

1. Elected members: The basic representational unit in the University Senate shall be the degree-granting unit. The method of selecting senators from any representational unit shall be determined by the assembly members of that unit. Degree-granting units with fewer than 40 Academic Assembly members shall select one senator. Degree-granting units with 40 or more Academic Assembly members shall select one additional senator. Degree-granting units with 100 or more Academic Assembly members may select a third senator. Proposals for a representational unit other than the individual degree-granting unit shall be submitted to the UAC, which will insure the appropriateness of the proposal for representing the assembly members affected by the proposal and will submit the proposal to a vote of the affected assembly members for their approval. The following non-degree granting units applied for and received approval for membership in the University Senate: Emeritus College (1 representative); Ross Blakely Law Library (1 representative); LeRoy Eyring Center for Solid State Science (1 representative); ASU Libraries' Librarians Assembly (2 representatives). The UAC shall adjudicate the number of senators from each representational unit. The University Senate itself shall certify the qualifications of its members.
 - a. The ordinary term of elected senators shall be three years, commencing on June 1.
 - b. Attendance: senators are expected to attend all regular and special meetings of the senate. When absence is unavoidable, the senator should designate a substitute and inform the senate secretary or, this not being feasible, notify the secretary of the senate of the anticipated absence (excused absence).
 - c. Upon notification from the secretary that a senator has accumulated three unexcused absences in one academic year, the UAC shall declare the seat vacant and shall request in writing that the head of the representational unit request the assembly members of that unit to fill the vacancy.
 - d. Representational units shall replace senators who take leaves of absence, sabbaticals, or who have resigned. Senators selected under this provision will complete either the unexpired portion of the term or the period of the leave only.
 - e. All senators should be available to serve on at least one senate or university committee during their term. Refusal of committee service may be construed as resignation from the senate.
 - e.f. The primary role of faculty members elected by their units to be Senators should be teaching and/or research.
2. *Ex officio* voting members:
 - a. the members of the UAC
 - b. the secretary of the Academic Assembly

Commented [CB1]: Task Force Rationale: Faculty members with administrative appointments at the level of department head and above may identify more with administrator concerns than with faculty concerns, which undermines the goals of shared governance.

c. the parliamentarian of the University Senate, consistent with *Robert's Rules of Order* regarding voting by the parliamentarian.

~~c.d.~~ The chairs of the senate standing committees

3. *Ex officio* nonvoting members:

- a. the president of the university
- b. the provost of the university
- c. the executive vice president and chief financial officer of the university
- d. the vice provost for Graduate Education
- e. the university librarian
- f. the ombudsperson of the Academic Assembly
- g. the chair of the Staff Council
- h. a representative of Undergraduate Student Government and the president of the Graduate and Professional Students Association.

Commented [CB2]: Task Force Rationale: appointed/elected committee chairs are already members of the Senate Executive Committee, and are critical to the operational success of the senate. The Task Force believes their omission from this section is an oversight and recommends inclusion.

B. Senate Leadership

1. The UAC shall serve as the executive board of the University Senate. The UAC shall consist of the senate president, presidents, presidents-elect, and immediate past presidents of the campuses.

- a. The assembly membership of each campus shall elect a new president-elect each spring semester in accordance with procedures established in Bylaw III of the University Senate. The president-elect will take office June 1.
- b. The president-elect shall become president the following year on June 1. In the event that the office of president is vacated, the president-elect from that same campus shall become president, and a new president-elect shall be elected.
- c. In the event that the office of immediate past president is vacated, the University Academic Council members from that campus shall, with the advice and consent of the University Senate membership from that campus, appoint a former campus president to the position. If no former president is available to serve, the UAC membership from that campus shall appoint, with the advice and consent of the University Senate membership from that campus, an Academic Assembly member to fill the vacancy.
- d. The members of the UAC shall serve as representatives to the Arizona Faculties Council and adopt policies and procedures as may be needed for ASU's participation in the Faculties Council. The UAC shall designate, when appropriate, the chair for the Arizona Faculties Council.

- e. The UAC shall have general supervision of the affairs of the University Senate between its business meetings, fix the hour and place of meetings, make recommendations to the senate, propose amendments to the constitution and bylaws, initiate and stimulate the study of matters of concern to the university, and perform such other duties as are specified in this constitution and the senate bylaws. The UAC shall be subject to the orders of the senate, and none of its acts shall conflict with action taken by the senate.
 - f. The UAC shall meet in person monthly throughout the year and schedule special meetings as needed. All meetings may provide for teleconference participation of members not able to be physically present. Half the membership, with at least one from each campus, shall constitute a quorum. The UAC shall keep minutes of its meetings and make such minutes available to the University Senate and the Academic Assembly within two weeks.
 - g. **The senate president or his or her designee shall convene meetings of the UAC and shall preside over meetings of the University Senate and the Academic Assembly.** Beginning June 1, the Senate president or designee shall convene meetings of the UAC and shall preside over meetings of the University Senate and the Academic Assembly.
 - h. By the end of the fall semester, the UAC shall elect from among its membership an individual to serve as president-elect of the University Senate, who will succeed to the position of president of the University Senate and chair of the University Academic Council on June 1. The specific duties of the president-elect, like those of the current campus presidents, shall be determined in collaborative discussion with the current president.
 - i. From the period of May 16 to August 15 annually, the UAC shall have the authority to act on behalf of the Senate and to carry out necessary Senate duties during the period of time in which faculty are not on contract. The Senate president shall report on any such activity at the first Senate meeting following each summer break.
 - i-j. The Executive Committee can appoint vacated positions on the UAC if all other measures have been exhausted.
2. The secretary of the Academic Assembly shall be the secretary of the University Senate. The secretary shall be responsible for the notification of members of all meetings of the university-wide Academic Assembly and the University Senate and is responsible for all senate business, including senate meeting attendance of senators, maintain the senate archives in the Academic Assembly office, and assist in conducting the annual elections. The secretary shall attend the ABOR meetings.
 3. The parliamentarian shall be appointed by the UAC for a term of one year and shall be a member of the Academic Assembly.

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C. Meetings

1. The UAC shall establish a standard day and time for regular monthly meetings of the University Senate. Additional meetings may be called by the UAC, including additional meetings requested in writing by at least ten senators.
2. A majority of the University Senate membership shall constitute a quorum.
3. The method of voting shall ordinarily be at the discretion of the presiding chair of the meeting, but motions to alter the method of voting may be offered, consistent with *Robert's Rules of Order*.
4. The order of business shall be:
 - a. call to order
 - b. action on minutes
 - c. report from the UAC
 - d. report from the university president or designee
 - e. report from the provost of the university or designee
 - f. other reports
 - g. old business
 - h. new business
 - i. reports from senate committees
 - j. open forum
 - k. adjournment.
5. Normally, meetings of the senate shall be open; however, it shall enter into executive session upon agreement of two-thirds of the senators present.
6. Any visitor may request permission to participate in senate discussions and debate. The visitor may do so at the discretion of the senate.

D. Authority and Functions

1. The University Senate, subject to the authority of the Board of Regents, shall have power to act for and represent the Academic Assembly under existing regulations in all matters including, but not limited to:
 - a. academic affairs, which shall include: honorary degrees, establishment and disestablishment of colleges and schools, laboratories, classified research/contracts, centers and institutes, academic programs including general studies, curricula, research, and extended education
 - b. personnel affairs, which shall include: governance, hiring, affirmative action, academic freedom, grievance, tenure, promotion, sabbatical and other leaves of absence,

retirement, faculty and academic professional development, faculty and academic professional perquisites, and job descriptions

- c. faculty-student policies, which shall include: conduct, organizations, admissions, registration, grading, retention, graduation requirements, academic integrity, scheduling, advisement and counseling, undergraduate, graduate and post graduate/certificate education, and all other faculty-student academic concerns
 - d. financial affairs, which shall include: strategic planning, annual budget planning, allocation of university resources, insurance, salary schedules, patents and copyrights, compensation review, acceptance of endowments/donations affecting the university's reputation, and legislative action
 - e. university services and facilities, which shall include: physical plant, campuses, master planning, design review, parking, athletic programs, university-wide information and communications services, library, computer services, auxiliary services, utilities, and other university facilities.
2. The senate shall create standing and/or *ad hoc* committees with representation from all campuses, as appropriate, to address these aforementioned matters.
 3. The senate shall formulate and amend bylaws to organize and facilitate its operation.
 4. All actions of the senate shall be subject to review by the Academic Assembly upon petition in writing to the university president and the UAC by any 50 members of the Academic Assembly. Request for review shall be made within three weeks after the mailing/posting date of the senate minutes. The action in question shall be reviewed at a meeting called expressly for that purpose.
 5. Any ten Academic Assembly members may petition in writing and secure consideration by the senate on any appropriate matter, including proposed amendments to the constitution. Any such initiative may be presented to any member of the senate, who shall then convey the proposal to the UAC for placement upon the senate agenda.
 6. Summaries of senate actions shall be posted on the senate Web site within two weeks after each senate meeting.
 7. Unless otherwise directed by the University Senate, actions of the senate shall be forwarded to the UAC for execution. For actions requiring approval by the university president or other administrative officer, the UAC shall create a transmittal form that specifies the action passed by the senate, along with vote result, and a request that the university president or other administrative officer report back to the UAC with his or her response to any action requested by the senate. At its discretion or at the request of one-fourth of the senators present and voting or at the request of a majority of senators from any one campus present and voting, the UAC shall draft a letter to accompany the transmittal form that states the various arguments put forward by both those who spoke in favor and who spoke in opposition to the senate action so that the views and wisdom of the senate can be fully explicated.

8. The records of the University Senate shall be kept by the secretary for use of the UAC, the members of the Academic Assembly, the university administration, the Board of Regents, and the general public. They shall be retained by the secretary for two years and then placed in the University Archives.
9. The enumeration of the specified functions and authorities in this constitution shall not be construed to deprive the University Senate of those powers necessary to carry out its broad mandate. In discharging its authority, the University Senate shall assure the coordination and continuity of its affairs and promote maximum communication with the university administration and the Board of Regents.