

Proposed Amendments Academic Constitution and Bylaws

2020-2021

ACD 112-01 Task Force Committee

Announced and distributed 2-23-2021 to Senate for First Read

For review at the 3-1-2021 meeting

Executive summary:

Proposed changes	Rationale
Article I.A.2.	Currently, all academic professionals with full-time multiyear, probationary, or continuing appointment positions are members of the Academic Assembly. This amendment includes academic professionals with fixed-term appointments as members of the Academic Assembly
Article I.C.1. & I.C.2.	Deletes reference to meetings of campus assemblies every semester, as most campus assemblies have not met on a regular basis for several years. Language related to other requirements for campus assembly meetings <i>is retained</i> . Changes in the organization of the remaining language places language related to university wide academic assembly meetings and language related to campus assembly meetings in separate items for greater clarity.
Article II.A.1	II.A.1: The principle of representation should be in the constitution, but because the organization and size of the university change, the specifics of the categories should be in the bylaws, which can be amended more easily to conform to new conditions. Similarly, the principle of elective representation for certain non-degree granting units is a proper constitutional provision, but the specifics belong in the bylaws, since the names, circumstances, and even existence of those units may change.
Article II.A.1.f	II.A.1.f: Provides guidelines for determining eligibility for Senate service for faculty currently holding administrative roles by referencing their specific workload assignment.
Article II.B.1. a.-j.	<u>Rationale:</u> By adding a section heading of “a. Campus Presidents,” [II.B.1.a] it makes clear that the references in the subsequent three paragraphs all refer to campus presidents, not to the senate president. This is a formatting change to clarify the meaning the current paragraphs a, b, and c to 1,2,3. II.B.1.a.3: Adds language “with the approval by vote vs. “advice and consent”. This revision makes clear that the significant decision to replace a campus president requires a vote by the appropriate campus senators [formerly II.B.1.c] II.B.1.d: “Virtual” was added to reflect technological advancements. [formerly II.B.1.f] II.B.1.e: Deletes June 1 st and clarifies “the” Senate shall convene meetings of the UAC and shall preside over meetings of the University Senate and Academic Assembly. [formerly II.B.1.g] II.B.1.f: Modifies the deadline by the middle of spring semester for selecting the next Senate president provides the UAC and possible candidates more flexibility and time, if that is desired [formerly II.B.1.h] II.B.1.g: Adds “During the annual summer break”. The principle of empowering the UAC to act when the Senate is not in session is important, but it is better to use a general reference rather than specific dates, which may change [formerly II.B.1. i]
Article II.C.4	The current provision unnecessarily constrains the operation of the senate. This revision states the norm, that senate presidents will set the order which will be evident in the agenda, and it identifies the normal items of business.
Bylaw I.B.2.b.3.a.	Because the committee described herein investigates infringements on “academic freedom,” it begs the question how the university defines that term. The constitution does not provide that definition, but as this revision states, ACD 201 does, to which a link is provided for reference.
Bylaw II.B.3.a-i.	II.B.3.e: This revision states the common legislative norm, that committee recommendations to the senate come as motions. II.B.3.f: A part of each committee’s reporting responsibilities, this amendment would add the expectation that reports are provided at senate meetings.
Bylaw II.B.7.a.2.b.	The expectation is to not only facilitate but also reports on faculty and academic professional business.

Bylaw II.B.7.b.1.a.	Currently, committee membership is based on 7 senators from each of the campuses. This amendment would increase membership to 9 from each of the campuses. Additional members are necessary to handle committee tasks and business.
Bylaw III.A.5. Bylaw III.A.10.	III.A.5: Currently, valid petitions for Downtown, Polytechnic and West campuses require signatures of at least 10 assembly members to be placed on the ballot. This change would require signatures of at least 20 assembly members from these campuses. III.A.10: Historically, staff persons operated the balloting system. This amendment would eliminate specific reference to staff.
Bylaw III.B.3 Bylaw III.B.5	III.B.3: Currently, if a ballot is incomplete for any campus by May 1, the UAC is authorized to work with that campus to identify nominees and devise appropriate election procedures. This amendment would change the date to April 1 so that the UAC could act on this sooner to establish campus leadership. III.B.5: This new provision states what has been the traditional and necessary practice. On the rare occasions when an election ends in a tie, a run-off election is not feasible, since it typically occurs at the end of the spring semester. In case of a tie the Committee-on-Committee Chair and the UAC Senate President will devise a solution. Should any election result in a tie vote, the Chair of the Committee on Committee and the UAC president will establish procedures to determine a winner.

Bylaw IV.	<p>Bylaw IV: This creates a new Bylaw [retaining content of the original Article II.A.1] but retaining the language provides a locus for identifying the specific non-degree granting units which have been given senate representation [formerly listed in Constitution]. This move allows for</p> <p>Bylaw IV The University Senate Providing for membership in the Senate.</p> <p>A. Degree-granting units will be represented in the Senate in one of three categories. Units with fewer than 40 members shall have one senator; those with 40 to 99 members shall select 2 senators; units with 100 or more members will select 3 senators.</p> <p>B. The following non-degree granting units applied for and received approval to select members to the University Senate: Emeritus College (1 representative); Ross-Blakley Law Library (1 representative); Eyring Materials Center (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 and units.</p> <p>The principle of representation should be in the constitution, but because the organization and size of the university change, the specifics of the categories should be in the bylaws, which can be amended more easily to conform to new conditions. Similarly, the principle of elective representation for certain non-degree granting units is a proper constitutional provision, but the specifics belong in the bylaws, since the names, circumstances, and even existence of those units may change.</p>
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Red (substantive amendments)

Green (perfecting amendments)

Proposed Amendments to Articles

Article I The Academic Assembly
Membership
Article I.A.2.

Rationale: Currently, all academic professionals with full-time multiyear, probationary, or continuing appointment positions are members of the Academic Assembly. This amendment includes academic professionals with fixed-term appointments as members of the Academic Assembly.

Article I.A.2. Currently reads:

A. Membership

1. all faculty in a tenure-eligible or tenured position
2. all academic professionals with full-time multi-year, probationary, or continuing appointment positions
3. the president of the university and the provost of the university
4. all full-time faculty with fixed appointments (i.e., instructors, lecturers, senior lecturers, principal lecturers, clinical faculty, research faculty, and professors of practice)
5. members of the Emeritus College
6. the membership of the Academic Assembly may be changed through amendment of this constitution.

Article I.A.2. As amended will read as follows (inserted language italics)

A. Membership

1. all faculty in a tenure-eligible or tenured position
2. all academic professionals with full-time multi-year, probationary, *fixed term*, or continuing appointment positions
3. the president of the university and the provost of the university
4. all full-time faculty with fixed appointments (i.e., instructors, lecturers, senior lecturers, principal lecturers, clinical faculty, research faculty, and professors of practice)
5. members of the Emeritus College
6. the membership of the Academic Assembly may be changed through amendment of this constitution.

**Article I The Academic Assembly
Meetings**

Article I.C.1. & I.C.2.

Rationale: Deletes reference to meetings of campus assemblies every semester, as most campus assemblies have not met on a regular basis for several years. Language related to other requirements for campus assembly meetings *is retained*. Changes in the organization of the remaining language places language related to university wide academic assembly meetings and language related to campus assembly meetings in separate items for greater clarity.

Article I.C.1. & I.C.2. Currently reads:

C. Meetings

1. Regular meetings: Regular meetings of the university-wide Academic Assembly are not envisioned. A campus president of the Academic Assembly may call meetings of the assembly membership for the campus of which he or she is president. The president of the campus on which any assembly meeting takes place, or his or her designee, shall preside. Campus meetings shall be held at least once each semester. The agenda of each meeting shall be published in a form accessible to assembly members at least one week in advance of the meeting.
2. Special meetings: The president of the university or the UAC may call meetings of the Academic Assembly. Any 50 members of the university-wide Academic Assembly may request a special meeting of the whole assembly by writing the chair of the UAC. Any 15 members of a particular campus may request a special meeting of the campus Academic Assembly membership. The purpose of any special meeting must be explicitly stated, and the special meeting shall be limited to that subject. A specific agenda and any proposals for action shall be sent to each member of the assembly at least two weeks prior to the meeting.

Article I.C.1. & I.C.2. As Amended will read as follows (inserted language italics):

C. Meetings

1. ***University-wide Academic Assembly Meetings:*** Regular meetings of the university-wide Academic Assembly are not envisioned. The president of the university or the UAC may call meetings of the Academic Assembly. Any 50 members of the university-wide Academic Assembly may request a special meeting of the whole assembly by writing the chair of the UAC. The purpose of any special meeting must be explicitly stated, and the special meeting shall be limited to that subject. A specific agenda and any proposals for action shall be sent to each member of the assembly at least two weeks prior to the meeting.

2. *Campus Academic Assembly Meetings*: Regular meetings of the campus assemblies are not envisioned. A campus president of the Academic Assembly may call meetings of the assembly membership for the campus of which he or she is president. The president of the campus on which any assembly meeting takes place, or his or her designee, shall preside. Any 15 members of a particular campus may request a special meeting of the campus Academic Assembly membership. The agenda of each meeting shall be published in a form accessible to assembly members at least one week in advance of the meeting.

Article II The University Senate Membership

Article II.A.1. & II.A.1.f.

Rationale:

II.A.1: The principle of representation should be in the constitution, but because the organization and size of the university change, the specifics of the categories should be in the bylaws, which can be amended more easily to conform to new conditions. Similarly, the principle of elective representation for certain non-degree granting units is a proper constitutional provision, but the specifics belong in the bylaws, since the names, circumstances, and even existence of those units may change.

II.A.1.f: Provides guidelines for determining eligibility for Senate service for faculty currently holding administrative roles by referencing their specific workload assignment.

***Article II.A.1. & II.A.1.f* Currently reads:**

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.
 - f. The primary role of faculty members elected by their units to be Senators should be teaching and/or research.

Article II.A.1. & II.A.1.f As Amended will read as follows (inserted language italics):

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 ***shall be divided into three categories by size, as defined in Bylaws IV. The UAC will annually apportion the number of senators by unit, and every five years the UAC will review the definition of each apportionment category.*** Proposals for a representational unit other than the individual degree-granting unit shall be submitted 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 UAC shall adjudicate the number of senators from each representational unit. The University Senate itself shall certify the qualifications of its members ***and units.***
 - 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.
 - f. The primary role of faculty members elected by their units to be Senators should be teaching and/or research. ***While serving as a senator, faculty or academic professional may not hold an administrative appointment of half-time or more.***

Article II The University Senate
Senate Leadership
Article II.B.1.a.-j.

Rationale: By adding a section heading of “a. Campus Presidents,” [II.B.1.a] it makes clear that the references in the subsequent three paragraphs all refer to campus presidents, not to the senate president. This is a formatting change to clarify the meaning the current paragraphs a, b, and c to 1,2,3.

II.B.1.a.3: Adds language “with the approval by vote vs. “advice and consent”. This revision makes clear that the significant decision to replace a campus president requires a vote by the appropriate campus senators [formerly II.B.1.c]

II.B.1.d: “Virtual” was added to reflect technological advancements. [formerly II.B.1.f]

II.B.1.e: Deletes June 1 and clarifies “the” Senate President. [formerly II.B.1.g]

II.B.1.f: Modifying the deadline for selecting the next Senate president provides the UAC and possible candidates more flexibility and time, if that is desired [formerly II.B.1.h]

II.B.1.g: Adds clarification “During the annual summer break”. The principle of empowering the UAC to act when the Senate is not in session is important, but it is better to use a general reference rather than specific dates, which may change [formerly II.B.1. i]

Article II.B.1.a-j ***Currently reads as follows:***

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. 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.
- j. The Executive Committee can appoint vacated positions on the UAC if all other measures have been exhausted.

Article II.B.1.a-j As amended will read as follows (inserted language italics):

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. Campus President

1. 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.
2. 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.
3. In the event that the office of immediate past president is vacated, the University Academic Council members from that campus shall, *with the approval by vote* 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 *approval by vote* of the University Senate membership from that campus, an Academic Assembly member to fill the vacancy.

b. 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.

c. 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.

d. The UAC shall meet in person monthly throughout the year and schedule special meetings as needed. All meetings may provide for *virtual* 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.

e. *The* Senate president or designee shall convene meetings of the UAC and shall preside over meetings of the University Senate and the Academic Assembly.

f. *By the middle of spring 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.

g. *During the annual summer break* 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.

h. The Executive Committee can appoint vacated positions on the UAC if all other measures have been exhausted.

**Article II The University Senate
Meetings
Article II.C.4**

Rationale: The current provision unnecessarily constrains the operation of the senate. This revision states the norm, that senate presidents will set the order which will be evident in the agenda, and it identifies the normal items of business.

Article II. C. 4. *Currently reads:*

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.

Article II. C. 4 *As Amended will read (inserted language italics):*

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 typical order of the meeting shall include reports from the UAC, the university president or designee, the provost of the university or designee, and senate committees, senate business; an open forum; and other matters as determined by the senate president and shown in the meeting agenda.*
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.

Proposed Amendments to Bylaw I

**Bylaw I of the University Senate
Academic Grievance Procedures
Grievance committees
The Committee on Academic Freedom and Tenure
Bylaw I.B.2.b.3.a.**

Rationale: Because the committee described herein investigates infringements on “academic freedom,” it begs the question how the university defines that term. The constitution does not provide that definition, but as this revision states, ACD 201 does, to which a link is provided for reference.

Bylaw I.B.2.b.3.a ***Currently reads:***

3. Functions of the committee

- a. the committee shall investigate alleged infringements upon the academic freedom or tenure of faculty members

Bylaw I.B.2.b.3.a ***As amended will read as follows (inserted language red):***

3. Functions of the committee

- a. the committee shall investigate alleged infringements upon the academic freedom, ***as defined and described in ACD 201***, or tenure of faculty members

Proposed Amendments to Bylaw II

**Bylaw II of the University Senate
Senate Standing Committees
Bylaw II.B.3.a-i.**

Rationale:

II.B.3.e: This revision states the common legislative norm, that committee recommendations to the senate come as motions.

II.B.3.f: A part of each committee's reporting responsibilities, this amendment would add the expectation that reports are provided at senate meetings.

Bylaw II.B.3.a-i* *Currently reads:

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 chairpersons 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.

- 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 for each Senate committee should be held no later than October 1 annually.

Bylaw II.B.3.a-i As amended will read as follows (inserted language italics):

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 *as a motion*. 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 *provide reports at senate meetings. Each Senate Committee shall also 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 chairpersons 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.
- 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 for each Senate committee should be held no later than October 1 annually.

**Bylaw II of the University Senate
Senate Standing Committees
Executive Committee
Purpose and function
Bylaw II.B.7.a.2.b.**

Rationale: The expectation is to not only facilitate but also reports on faculty and academic professional business

Bylaw II. B.7.a.2.b. Currently reads:

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

Bylaw II. B.7.a.2.b. As Amended will read as follows (inserted language red):

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 *and report on* the actions of the senate as it acts upon faculty and academic professional business

**Bylaw II of the University Senate
Senate Standing Committees
Committee on Committees
Membership
Bylaw II.B.7.b.1.a.**

Rationale: Currently, committee membership is based on 7 senators from each of the campuses. This amendment would increase membership to 9 from each of the campuses. Additional members are necessary to handle committee tasks and business.

Bylaw II. B.7.b.1.a. Currently reads:

- b. Committee on Committees

1. Membership

- a. elected: seven senators, including representation from each of the campuses, and one academic professional from any campus. The committee should have representation from tenure/tenure eligible as well as non-tenure eligible faculty

Bylaw II. B.7.b.1.a. As Amended will read as follows (inserted language italics):

- b. Committee on Committees

1. Membership

- a. elected: ***nine*** senators, including representation from each of the campuses, and one academic professional from any campus. The committee should have representation from tenure/tenure eligible as well as non-tenure eligible faculty

Proposed Amendments to Bylaw III

**Bylaw III of the University Senate
Standard Election Procedures
Bylaws III.A.5, and III.A.10.**

Rationale:

III.A.5: Currently, valid petitions for Downtown, Polytechnic and West campuses require signatures of at least 10 assembly members to be placed on the ballot. This change would require signatures of at least 20 assembly members from these campuses.

III.A.10: Historically, staff persons operated the balloting system. This amendment would eliminate specific reference to staff.

Bylaw III. A.1-11 Currently reads:

The election of the presidents-elect of the Academic Assembly campus memberships and members of elected committees shall be conducted by electronic ballot in accordance with the following schedule and procedures:

1. Prior to February 15, the senate Committee on Committees shall prepare a list of candidates for each vacancy. The list should include at least two candidates for president-elect of each campus, and the number of candidates for elected committees should exceed the number of vacancies when possible. Campus affiliations of nominees for campus president-elect, Committee on Academic Freedom and Tenure, Governance Grievance Committee, and Academic Professional Grievance Committee must be confirmed by the Committee on Committees.
2. Votes for campus president-elect from Academic Assembly members will only be counted toward nominees from their own campus.
3. The secretary of the senate is responsible for the operation of elections, acting in consultation with the chair of the senate Committee on Committees and the chair of the University Academic Council.
4. By February 15, or when the candidate list is complete, the secretary of the senate or designee shall ensure that members of the Academic Assembly are notified of the dates of the election, the list of candidates prepared by the committee, and the option of proposing additional nominees by petition. Notification shall be through a posting on the University Senate Web site, and by electronic mail.
5. The duration of the notification period should be no less than five and no more than ten days. Valid petitions received by the chair of the Committee on Committees during this period shall be placed on the ballot. Valid petitions for Tempe campus positions require signatures of at least 25 assembly members from the Tempe campus. Valid petitions for other campuses require signatures of at least ten assembly members from the campus for which the position is designated.
6. Any ballot that includes more than two candidates for an office shall be structured to permit preferential voting for that office, as specified in *Robert's Rules of Order*, which shall also guide how to determine the results of the election.
7. The election will begin as soon as possible after the conclusion of the notification period. Elections will be by electronic ballot. After ensuring that the voting system is secure, the

secretary of the senate or designee shall notify each member of the Academic Assembly of the election period and explain the election process.

8. The duration of the election shall be seven days
9. Any reports of election difficulties should be directed immediately to the secretary, who shall ensure that such difficulties are eliminated.
10. Soon after the election period has ended, the staff persons who operated the electronic balloting system will present the results to a committee composed of the secretary, the chair of the Committee on Committees, the chair of the University Academic Council, and one representative from each campus whose votes are being reported. After determining that the voting system was secure and that all eligible voters who attempted to vote were able to do so, this committee will certify the election results.
11. The election results will be reported first to the candidates, then to the UAC, and then by e-mail to senators and on the Senate web page.

Bylaws III.A.1., and III.A.5. and III.A.8, and III.A.10 As Amended will read as follows (inserted language italics):

The election of the presidents-elect of the Academic Assembly campus memberships and members of elected committees shall be conducted by electronic ballot in accordance with the following schedule and procedures:

1. Prior to February 15, the senate Committee on Committees shall prepare a list of candidates for each vacancy. The list should include at least two candidates for president-elect of each campus, and the number of candidates for elected committees should exceed the number of vacancies when possible. Campus affiliations of nominees for campus president-elect, Committee on Academic Freedom and Tenure, Governance Grievance Committee, and Academic Professional Grievance Committee must be confirmed by the Committee on Committees.
2. Votes for campus president-elect from Academic Assembly members will only be counted toward nominees from their own campus.
3. The secretary of the senate is responsible for the operation of elections, acting in consultation with the chair of the senate Committee on Committees and the chair of the University Academic Council.
4. By February 15, or when the candidate list is complete, the secretary of the senate or designee shall ensure that members of the Academic Assembly are notified of the dates of the election, the list of candidates prepared by the committee, and the option of proposing additional nominees by petition. Notification shall be through a posting on the University Senate Web site, and by electronic mail.
5. The duration of the notification period should be no less than five and no more than ten days. Valid petitions received by the chair of the Committee on Committees during this period shall be placed on the ballot. Valid petitions for Tempe campus positions require signatures of at least 25 assembly members from the Tempe campus. Valid petitions for other campuses require signatures of at least **20** assembly members from the campus for which the position is designated.

6. Any ballot that includes more than two candidates for an office shall be structured to permit preferential voting for that office, as specified in *Robert's Rules of Order*, which shall also guide how to determine the results of the election.
7. The election will begin as soon as possible after the conclusion of the notification period. Elections will be by electronic ballot. After ensuring that the voting system is secure, the secretary of the senate or designee shall notify each member of the Academic Assembly of the election period and explain the election process.
8. The duration of the election shall be seven days.
9. Any reports of election difficulties should be directed immediately to the secretary, who shall ensure that such difficulties are eliminated.
10. Soon after the election period has ended, *the persons* who operated the electronic balloting system will present the results to a committee composed of the secretary, the chair of the Committee on Committees, the chair of the University Academic Council, and one representative from each campus whose votes are being reported. After determining that the voting system was secure and that all eligible voters who attempted to vote were able to do so, this committee will certify the election results.
11. The election results will be reported first to the candidates, then to the UAC, and then by e-mail to senators and on the Senate web page.

Bylaw III of the University Senate

Other Election Procedures

Bylaw III.B.3. and proposed addition Bylaw III.B.5

Rationale:

III.B.3: Currently, if a ballot is incomplete for any campus by May 1, the UAC is authorized to work with that campus to identify nominees and devise appropriate election procedures. This amendment would change the date to April 1 so that the UAC could act on this sooner to establish campus leadership.

III.B.5: This new provision states what has been the traditional and necessary practice. On the rare occasions when an election ends in a tie, a run-off election is not feasible, since it typically occurs at the end of the spring semester.

Bylaw III.B.3 Currently reads:

1. If the Committee on Committees is unable to complete a ballot for any campus by February 15, it shall notify the UAC and continue its efforts.
2. If the Committee is unable to find more than one nominee per office by February 15, it may offer that ballot to the Academic Assembly.

3. If the Committee is unable to complete a ballot for any campus by May 1, the UAC is authorized to work with the faculty of that campus to find nominees and devise appropriate election procedures.
4. A campus president who has completed a term as past president shall wait one year before running again for president-elect.

Bylaw III.B.3.5 with new proposed amendment will read as follows (inserted language italics):

1. If the Committee on Committees is unable to complete a ballot for any campus by February 15, it shall notify the UAC and continue its efforts.
2. If the Committee is unable to find more than one nominee per office by February 15, it may offer that ballot to the Academic Assembly.
3. If the Committee is unable to complete a ballot for any campus by **April 1st**, the UAC is authorized to work with the faculty of that campus to find nominees and devise appropriate election procedures.
4. A campus president who has completed a term as past president shall wait one year before running again for president-elect.
5. ***In case of a tie the Committee on Committees Chair and the UAC Senate President will devise a solution. Should any election result in a tie vote, the Chair of the Committee on Committees and the UAC president will establish procedures to determine a winner.***

Proposed Bylaw IV The University Senate

Providing for membership in the Senate.

A. Degree-granting units will be represented in the Senate in one of three categories. Units with fewer than 40 members shall have one senator; those with 40 to 99 members shall select 2 senators; units with 100 or more members will select 3 senators.

B. The following non-degree granting units applied for and received approval to select members to the University Senate: Emeritus College (1 representative); Ross-Blakley Law Library (1 representative); Eyring Materials Center (1 representative); ASU Libraries' Librarians Assembly (2 representatives).